



JOB CIRCULAR BURO BANGLADESH

POSITION TITLE: SENIOR MANAGER/ASSISTANT OFFICER/OFFICER (VAT & TAX)
EMPLOYMENT TYPE: FULL-TIME
WORKPLACE: HEAD OFFICE (WITH OCCASIONAL FIELD VISITS)

BURO Bangladesh, one of the leading microfinance institutions in Bangladesh, invites applications from qualified, experienced and dynamic professionals for the position of Senior Manager/Assistant Officer/Officer (VAT & Tax). The incumbent will be responsible for leading the organization's VAT and Tax functions, ensuring regulatory compliance, managing statutory reporting, coordinating internal and external audits, maintaining effective liaison with relevant authorities and providing strategic guidance on VAT and Tax matters to support organizational objectives and mitigate compliance risks.

KEY RESPONSIBILITIES:

1. Tax Planning & Strategy

- Develop and implement tax strategies to optimize tax liabilities within legal frameworks.
- Provide tax planning advice on transactions, acquisitions and business operations.
- Assess tax risks and develop mitigation strategies to protect the company's interests.
- Finalization of accounts on tax and VAT views.

2. Tax Compliance & Reporting

- Ensure timely and accurate filing of corporate tax returns, VAT returns, withholding tax (AIT) and other applicable tax filings (Depending on the requirements).
- Ensure timely and accurate payment of Advance Income Tax (AIT) throughout the year in compliance with the income tax act, 2023.
- Ensure hearing in assessment, Appeal and Tribunal stages, including preparing of appeal grounds.
- Prepare and review tax calculations, estimates and reports for accurate financial reporting.
- Ensure compliance with the Income Tax Act 2023, VAT and Supplementary Duty Act 2012 and other relevant laws.
- Maintain proper tax records and documentation for audits and reporting.

3. Withholding Tax & VAT Management

- Ensure proper deduction and deposit of Tax Deduction at Source (TDS) and VAT Deduction at Source (VDS).
- Monitor VAT compliance, including VAT registration, return submission and compliance with VAT laws.
- Coordination and managing VAT registers (VAT-6.1, VAT-6.2 and VAT-6.3 etc.), Mushak forms (i.e. VAT-4.3, VAT-4.6, VAT-6.6, VAT-6.10 etc.) and related documentation.
- Work with procurement and finance teams to ensure proper input tax credit utilization.
- Coordinate financial audits for donor-funded projects.

4. Tax Audits & Dispute Resolution

- Liaise with the National Board of Revenue (NBR) and on Tax & VAT Audits, assessments and disputes.
- Prepare responses and provide necessary documentation for tax assessments and inquiries.
- Represent the organization in hearings and negotiations with tax authorities when required.

5. Advisory & Stakeholder Coordination

- Advise management on tax and VAT related implications of business decisions.
- Provide training and guidance to finance and operational teams on tax and VAT matters.
- Work closely with external and internal auditors and legal teams to ensure best practices.



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ADDITIONAL REQUIREMENTS

- Sound knowledge of VAT & SD Act 2012, Income Tax Act, 2023 and related rules and regulations.
- Proficiency in Microsoft Office applications; especially Word, Excel, PPT.
- Strong analytical, communication and reporting skills.
- Ability to work independently and meet deadlines.
- Ability to Prepare and submit VAT returns accurately and on time through eVAT system.
- Liaise with the National Board of Revenue (NBR), VAT Commissionerate, Tax Offices and other regulatory authorities.
- Calculate, deduct, deposit and reconcile VAT and Tax at source (VDS/TDS).

EDUCATIONAL QUALIFICATIONS

- Master's Degree in Accounting, Finance, Management or a related discipline from a recognized university.
- Income Tax Practitioner (ITP) Certification is mandatory.
- Candidates holding a valid VAT Consultant License issued by NBR will be given preference.
- Any other relevant professional degree or certification will be considered an added advantage.

EXPERIENCE AND SKILLS

- Minimum 3–5 years of relevant experience in VAT and Tax compliance.
- Experience in NGOs, Microfinance Institutions or large organizations will be an added advantage.
- Strong knowledge of taxation, audit and regulatory/statutory compliance.
- Strong analytical and decision-making skills.
- Proficiency in ERP/accounting/e-return systems.
- Excellent communication skills in English and Bangla.
- High integrity, professionalism and ability to work under pressure.

SALARY AND BENEFITS

- Competitive salary (negotiable based on qualifications and experience).
- Three festival bonuses, contributory provident fund, gratuity and other benefits as per organizational policy.
- Professional development and career growth opportunities.

APPLICATION PROCEDURE

Interested candidates are requested to Submit Application (bdjobs.com) by 23 July, 2026
BURO Bangladesh reserves the right to make any decision, including cancellation of the recruitment process at any stage without prior notice or reason.

“BURO BANGLADESH IS AN EQUAL OPPORTUNITY EMPLOYER”

