



Senior Executive, Accounts, Operations & Compliance

A hands-on role covering mutual fund operations, regulatory reporting, compliance coordination, accounting support, and process improvement.

LOCATION	EXPERIENCE	PREFERENCE	DEADLINE
Dhanmondi, Dhaka	Minimum 4 years	Part-qualified CA, ACCA, or ICMAB	June 10, 2026

ABOUT THE ROLE

Investit Asset Management Limited is looking for a detail-oriented professional to join its team. The role is suitable for someone who wants to build a serious career in Bangladesh's asset management and mutual fund industry.

KEY RESPONSIBILITIES

- Daily mutual fund operations, including NAV calculation, unit subscription and redemption, and investor reporting.
- Quarterly reporting to BSEC, Trustee, and Custodian as per regulatory requirements.
- Handle demat and remat of mutual fund units through CDBL.
- Ensure compliance with BSEC, Income Tax, and VAT-related rules and regulations.
- Support annual audit, corporate tax filing, and other statutory requirements.
- Work with the software developer to improve automation in operations, reporting, and internal processes.
- Any other tasks assigned by the management.

REQUIREMENTS

- Graduation in Accounting from a reputed university.
- Part-qualified CA, ACCA, or ICMAB will be given preference.
- Minimum 4 years of experience, including at least 2 years in the capital market.
- Strong knowledge of Microsoft Excel and basic IT tools.

BENEFITS

- Attractive salary package with yearly salary review.
- Performance bonus opportunity.
- Excellent learning and career growth opportunities in the capital market industry.
- Salary negotiable based on experience and qualifications.

HOW TO APPLY

Send your updated resume to: careers@investitaml.com

Email subject line: **Application for Senior Executive - Accounts, Operations & Compliance**

A higher or lower position may be offered based on the applicant's experience and qualifications.

To know more about us: www.investitaml.com