



Graphics Building (Level-5), 9/G Motijheel C/A, (Beside DSE Building), Dhaka-1000

Career Opportunity: Be a proud member of CMSF and contribute to the Capital Market

Capital Market Stabilization Fund (CMSF) is established by the Bangladesh Securities and Exchange Commission (BSEC) under the BSEC (Capital Market Stabilization Fund) Rules, 2021. As per the Rule, CMSF acts as a custodian of cash and stocks in favor of the investors as received by transferring unclaimed and undistributed cash/stock dividend, non-refunded public subscription money and un-allotted rights shares from the issuer of listed securities. Cash/stock deposited in the fund will be paid or settled on due claim by the shareholders or investors at any time.

The CMSF is looking for well-disciplined, smart, energetic, self-motivated, dynamic, experienced applicants in the Manager/Assistant General Manager (AGM) positions as mentioned from 1 to 2 below:

1. Head of Accounts & Finance (Re-advertisement)
2. Head of Internal Audit (Re-advertisement)

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1. Personal Officer (PO) to the Chairman, Junior Executive Level (Re-advertisement)
 2. Junior Executive

Instruction: For details including qualification & experience and other conditions of recruitments etc. in the above-mentioned positions, please visit Website of DSE: <https://www.dsebd.org>; CSE: <https://www.cse.com.bd>; CDBL: <https://www.cd-bl.com.bd>

The successful candidates will be offered a competitive package. Competent candidates are requested to apply via www.bdjobs.com or send the application with CV and other relevant documents via email to: hr@cmsfbd.org by **July 31, 2022**. The CMSF reserves the right to accept or reject any application without assigning any reason whatsoever.

N: B: Candidates who applied previously need not apply again.

Details:

1. Post: Head of Accounts & Finance (Manager/Assistant General Manager)

Number of Vacancy:

- 1 (one)



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Job Context:

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The CMSF is looking for a well-disciplined, smart, energetic, self-motivated, dynamic, and experienced **Head of Accounts & Finance** with a very good educational background and high standard communication skills exposure in the position of **Manager/Assistant General Manager (AGM)**

Job Responsibilities:

- To act as the Supervisor of the Accounts and Finance Team under the direct guidance of the COO and overall guidance of the AAMC and the BOG.
- Prepare Annual Budget for the organization in consultation with all the relevant department.
- Prepare the Fund Accounts (cash/stock received in CMSF accounts/BO from the Issuer Companies, and Investors' Claim Settlements).
- Prepare monthly financial statements in compliance with IFRS, Securities Rules and ensure monthly/periodic submission to regulators as per BSEC regulations.
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Manage accounting functions including maintenance of general ledger, accounts payable, and accounts receivable through Tally Software; ensures accuracy and timeliness.
- Develop, implement, modify, maintain and document recordkeeping and accounting systems and policies including accounts payable function to ensure adherence to company guideline.
- Timely reporting of monthly financial statements to managements for decision making purpose.
- Analyze the variance in Financial Results and share the reason with management.
- Provides financial advice on operational issues; applying financial principles and practices; developing recommendations.
- Compute taxes, prepare tax returns, ensuring compliance with HRM Department.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Manage Accounts Payable with proper system and control.



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- Ensure timely Bank Reconciliation with Budgetary Control.
- Regularly interact with relevant Stakeholders/Community of Practice (COP) and build mutually beneficial partnership.
- Any other function as instructed by Management, Audit and Accounts Management Committee (AAMC), Chairman and the Board.

Employment Status:

- Full-time

Workplace:

- CMSF Management office, Dhaka

Educational Requirements:

- Masters in Accounting / Finance from any reputed University.
- Professional Qualifications such as CA/CMA will be added as an advantage.
- 10 years of experience in relevant field.
- Working experience in financial organizations particularly Capital Market area will be added as an advantage.

Additional Requirements:

- Age 30 to 45 years
- Skills Required: Excellent communication skills and proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook, etc.)
- Excellent written and verbal communication skills (English & Bangla)
- Outstanding organizational and time management skills
- Able to work under pressure and maintain strict deadlines.
- Proactive approach to problem-solving
- Ability to multi-task
- Maintain utmost confidentiality

Compensation & Other Benefits:

- Attractive Salary packages

For deserving candidate CMSF can relax any conditions.

The successful candidates will be offered a competitive package. Competent candidates are requested to apply with a complete CV detailing out work experiences including at least 3 (three) references, expected salary, 2(Two) copies of recent (digital) photographs, scanned copies of NID,



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all educational certificates, experience certificates and contact telephone number via www.bdjobs.com or send the application with CV and other relevant documents via email to: hr@cmsfbd.org by **July 31, 2022**.

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2. Post: Head of Internal Audit (Manager/Assistant General Manager)

Number of Vacancy:

- 1 (one)

Job Context:

Capital Market Stabilization Fund (CMSF) has been established by the Bangladesh Securities and Exchange Commission (BSEC) under the BSEC (Capital Market Stabilization Fund) Rules, 2021. As per the Rule, CMSF acts as a custodian of cash and stocks in favor of the investors as received by transferring unclaimed and undistributed cash or stock dividend, non-refunded public subscription money, and un-allotted rights shares from the issuer of listed securities.

The CMSF is looking for a well-disciplined, smart, energetic, self-motivated, dynamic, and experienced **Head of Internal Audit** with a very good educational background and high standard communication skills exposure in the position of **Manager/Assistant General Manager (AGM)**

Job Responsibilities:

- To act as the Supervisor of the Internal Audit Team under the direct supervision of the AAMC and overall guidance of the Chairman and the BOG.
- Develop an Internal Control Framework (ICF) for CMSF.
- Develop internal audit plan and charter for CMSF.
- Review all expenses of the Fund before payment.
- Review the Fund balance (cash/stock and Investors' Claim Settlements) and report to the BOG Audit Committee.
- Manages performance of audit assignments, review work papers and audit reports.
- Assessing the risk of the Fund and finding ways to mitigate those risks.
- Setting out the priorities and deciding where to carry out more detailed work, must focus on the areas where it considers risks to be higher. Make a risk-based decision as to which areas within its scope should be included in the audit plan. Must have the flexibility to deal with unplanned events to allow Internal Audit to prioritize emerging risks.
- Focus on significant control weaknesses and breakdowns together with a robust root-cause analysis.



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- Preparing regularly proper Internal Audit reports identifying owners, accountabilities and timescales for each management action.
- Contribute to process improvement, change management.
- Develop and implement pre-audit mechanism based on risk assessment within the Fund.
- Coordinates and interacts with audit firms performing external audits of CMSF's financial statements.
- Participates in development, implementation and maintenance of policies, objectives, short and long-range planning, develops and implements projects and programs to assist in accomplishment of established goals.
- Administratively report to the Chief of Operation of the Fund.
- Regularly interact with relevant Stakeholders/Community of Practice (COP) and build mutually beneficial partnership.
- Any other function as instructed by Audit and Accounts Management Committee (AAMC), Chairman and the BOG.

Employment Status:

- Full-time

Workplace:

- CMSF Management office, Dhaka

Educational Requirements:

- Master's degree in Accounting/Finance
- Professional Qualifications such as CA/CMA will be added as an advantage.

Experience Requirements:

- 10 years' experience in relevant fields.
- Working experience in Capital Market area will be added as an advantage.

Additional Requirements:

- Age 30 to 45 years
- Skills Required: Excellent communication skills and proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook, etc.)
- Excellent written and verbal communication skills (English & Bangla)
- Outstanding organizational and time management skills
- Able to work under pressure and maintain strict deadlines.
- Proactive approach to problem-solving
- Ability to multi-task
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Compensation & Other Benefits:

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1. Post: Personal Officer (PO) to the Chairman (Junior Executive Level)

Number of Vacancy:

- 1 (one)

Job Context:

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The CMSF is looking for a well-groomed, well-disciplined, smart, energetic, self-motivated, dynamic, and responsible **Personal Officer to the Chairman**, CMSF with a very good educational background and high standard communication skills exposure in the position of **Junior Executive**

Job Responsibilities:

- Organizing routine activities through secretarial and administrative support under the guidance of the Private Secretary to the Chairman.
- Maintain and update electronic and paper records to ensure information is organized and easily accessible.
- Arrange internal and external meetings (including date, time, location, guest list, and invitations).
- Coordinate events and speaking engagements.
- Manage urgent calls with appropriate judgment.



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- Responsible for managing all travel arrangements (domestic and international) including hotel accommodations, airline reservations, rental cars, office & site meeting venues for the Chairman.
- Coordinate movement and necessary protocol arrangements for the Chairman at the airport and other stations.
- Processing Visa and necessary arrangements with embassies/agents.
- Draft all forms of communications and notes as per dictation.
- Communicate urgent and important issues to the Chairman with proper judgment.
- Maintain close liaison with relevant officials in the Secretariat and the Board.
- Complete any other task assigned by the Chairman.

Employment Status:

- Full-time

Workplace:

- CMSF Management office, Dhaka

Educational Requirements:

- Graduated from any recognized and well-reputed university with very good knowledge of English.
- Diploma in Secretarial Science or Equivalent will be preferred

Experience Requirements:

- At least 5 years

Additional Requirements:

- Age 25 to 40 years
- Skills Required: Excellent communication skills and proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook, etc.)
- Excellent written and verbal communication skills (English & Bangla)
- Outstanding organizational and time management skills
- Bangla & English typing skills are required (at least 25 words per Minute for Bangla and 30 words per Minute for English)
- Able to work under pressure.
- Proactive approach to problem-solving
- Ability to multitask and maintain utmost confidentiality

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2. Post: Junior Executive

Number of Vacancy

- 2 (two)

Job Context

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The CMSF is looking for a well-groomed, well-disciplined, smart, energetic, self-motivated, dynamic, and responsible **Junior Executive** with a very good educational background and high standard communication skills.

Job Responsibilities

- Work as a front liner for investors claim settlement
- Work as a book-keeper for inward stocks and cash dividends
- Provide regular reports on claim settlement and inward stocks and cash dividends to the top Management
- Maintain books of accounts and related vouchers.
- Conduct and prepare documents related to various meetings.
- Collect Capital Market related data and trend analysis for research.
- Maintain internal and external communication with relevant Stakeholders.
- Draft different letters and reports as instructed by the top Management.



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- Work as overall support for CMSF's Secretariat and Management
- Any other function as instructed by Management, COO and the Chairman of CMSF.

Employment Status

- Full-time

Workplace

- CMSF Management office, Dhaka

Educational Requirements

- Graduated from any recognized university

Additional Requirements

- Age 21 to 30 years
- Females and freshers are encouraged to apply.
- Skills Required: Excellent communication skills and proficiency in Microsoft Word, Excel, PowerPoint, Outlook, etc.
- Proficiency in English & Bangla
- Outstanding organizational and time management skills
- Able to work under pressure.
- Proactive approach to problem-solving
- Ability to multi-task and maintain utmost confidentiality

Compensation & Other Benefits

- As per CMSF's salary structure

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