

Transcom Electronics Limited. [Insight](#)

Junior Officer, Finance & Accounts

Application Deadline : 27 Nov 2026

Vacancy: 1

Experience: 1 to 3 years

Location: Dhaka (Banani)

Published: 28 Oct 2026

Requirements

Education

- Bachelor/Honors

Experience

- 1 to 3 years
- The applicants should have experience in the following business area(s): Electronic Equipment/Home Appliances, Group of Companies, Lamps, Manufacturing (Light Engineering and Heavy Industry)

Additional Requirements

- Working knowledge of SAP (FICO) is highly preferred.
- Good command of MS Excel (VLOOKUP, Pivot Table, etc.) and MS Office.
- Good understanding of daily collection, bank / MFS reconciliation and AR / ledger clearing.
- Strong attention to detail, accuracy and integrity in handling financial data.
- Ability to meet daily deadlines and work in a team.
- Good communication skills in English and Bangla.

Responsibilities & Context

Daily Collection Statement (DCS) Checking:

- Review, verify, and reconcile daily collection statements against system records to identify and resolve discrepancies promptly.

Daily E-Commerce Collection:

- Reconcile and record daily e-commerce collection streams from payment gateways, merchant portals, or online sales channels.

Daily B2B Collection:

- Manage, track, and follow up on daily Business-to-Business (B2B) collections, ensuring payments are received and accounted to SAP maintaining proper documentation.

Daily Remit Clearing:

- Clear remit ledger accounts on daily basis.

Daily Advance/AR Clearing:

- Review and clear daily advance payments against respective invoices to keep ledgers clean.
- AR adjustment with payments in SAP, clearing open item.

MFS/Exchange Collection Entry:

- Accurately track, reconcile, and post daily Mobile Financial Services (MFS) collection transactions (e.g., bKash, Nagad, Rocket, etc.) into the financial system.
- Accurately record and post all exchange collection transactions into the SAP system daily.

Ad-Hoc Responsibilities:

- Handle any other related financial or operational tasks as assigned by management.

Skills & Expertise

Accounts and Finance

Accounts Receivables

Bank Reconciliation

Data Entry

Financial Reporting

MS Excel

MS Office

SAP

Other Relevant Skills

Accounting

Accounts and audit

Ledger

TDS

VDS

vlookup

Compensation & Other Benefits

- Provident fund,Gratuity,Medical allowance,Weekly 2 holidays
- Salary Review: Yearly
- Festival Bonus: 2

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka (Banani)

Job Highlights

We are looking for a Jr. Officer for the Finance & Accounts department. The person will be responsible for daily collection checking, reconciliation & clearing activities, ensuring that all collections are accurately recorded & posted in SAP.



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Others

Electronics/ Consumer Durables

+1

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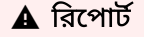
Address:

House # 22, Road # 4, Block # F, Banani, Dhaka - 1213.

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