



SLAASMB

Sri Lanka Accounting and Auditing
Standards Monitoring Board

Career Opportunities

The SLAASMB is the state regulatory and supervisory authority responsible for monitoring compliance with accounting and auditing standards by Specified Business Enterprises (SBEs) and their auditors in terms of the provisions of the Sri Lanka Accounting and Auditing Standards Act No. 15 of 1995.

The following career opportunities exist at the SLAASMB

1. Finance and Administration Executive Officer –JM 1-1 (Grade II)

The Finance and Administration Executive Officer is responsible in maintaining the accounting records, payroll functions and attending to office administration activities including execution of such activities in accordance with the Government circulars and regulations. He/she will be reporting to Assistant Director Finance and Administration.

The candidate should possess the following Qualifications and Experience

- External candidates: (1 or 2 below)

- (1) A Degree in Accounting or Finance, recognized by the University Grants Commission with 2(two) years' experience
- (2) Intermediate level of the Institute of Chartered Accountants of Sri Lanka with 2(two) years' experience

Candidate should possess adequate competency and knowledge in computer software packages (Windows, MS Office, Accounting Packages) to perform the required tasks.

- Internal Candidates:

Minimum of 5(five) years of satisfactory experience in the field of financial reporting in a post in the Management Assistant Grade II.

Age: The candidates' age should be above 22 years and be not more than 45 years. The upper age limit will not apply to the internal candidates.

Basis of employment and confirmation: An external candidate appointed to the Grade II of this category will be on probation for a period of three (3) years from the date of assumption of duties. If his / her performance and conduct is satisfactory during the period of probation, he / she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post within SLAASMB will be subjected to an acting period of one (1) year.

Monthly remuneration: As per the Management Services Circular No. 2/2016 dated 25 April 2016 for salary code JM 1-1 category plus incentive pay up to Rs.6,500/- per month.

Other benefits: Medical insurance, Reimbursement of Communication expenses and Statutory entitlements

2. Personal Assistant to Director General – MA 1-1 (Grade III)

The Personal Assistant to Director General is expected to carry out functions in the capacity of personal assistant to Director General of the organization including secretarial functions.

The candidate should possess the following Qualifications and Experience

- External candidates: (1, 2 & 3 below)

- 1) Having passed the G.C.E. Ordinary Level (O/L) examination in six subjects in one sitting, with credit passes for four subjects including
 - i. Sinhala/Tamil
 - ii. English language
 - iii. Mathematics
- 2) Having passed three subjects (other than the General Knowledge Paper) at the G.C.E. Advanced Level (A/L) examination.
- 3) Three years' experience in a similar position with exposure and competence in the latest office software packages (MS Office, Windows etc.) and in email and internet

- Internal Candidates:

Employees in the categories of Primary Level-skilled, Primary Level-semi skilled and Primary Level-unskilled who possess the following qualifications

- Educational Qualification

Having passed the G.C.E. Ordinary Level (O/L) examination in six subjects, with credit passes in four subjects including

- i. Sinhala/Tamil
- ii. English Language
- iii. Mathematics

- Other

Having completed a minimum of 5 (five) years of satisfactory service in a permanent post under the primary level category and exposure and competence in the latest office software packages (MS Office, Windows etc.) and in email and internet.

Age: Candidates' age should be above 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Basis of employment and confirmation: An external candidate appointed to the Grade III of this category will be on probation for a period of 3 (three) years from the date of assumption of duties. If his / her performance and conduct is satisfactory during the period of probation, he / she will be confirmed in the post at the end of the period of the probation. The internally selected candidates already confirmed in a post in SLAASMB will be subjected to an acting period of 1 (one) year.

Monthly remuneration: As per the Management Services Circular No. 2/2016 dated 25 April 2016 for salary code MA 1-1 category plus incentive pay up to Rs.6,500/- per month.

Other benefits: Medical insurance and statutory entitlements

The applicants for the above posts,

- i. Should be citizens of Sri Lanka
- ii. Should be physically and mentally fit to discharge the duties of the posts well
- iii. Should be of excellent moral character

Selection Procedure: An interview to assess competence to perform the required functions

Expression of interest: Send a self-assessment of your suitability for the position applied for, together with your curriculum vitae and details of two non-related referees, by post or email to reach the Director General, SLAASMB on or before 16 May 2021.

Clearly state the post applied for in the envelop or email.

Director General
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