

# Post of Accounts Assistant (Contract Basis) - Faculty of Science

Applications are invited from suitably qualified candidates for the post of Accounts Assistant (Contract basis) to assist the financial management of the Faculty of Science.

## QUALIFICATIONS

I. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:

1. Sinhala Language/Tamil Language
2. English Language /English Literature
3. Mathematics

II. And, Should have passed in all subjects at G.C.E. (A/L) examination Commerce Stream (except the Common General Papers) at one sitting.

Preference will be given to those who have the following qualifications in addition to the above qualifications.

- I. Foundation level (CAB I) in Institute of Chartered Accountants of Sri Lanka (CASL) or equivalent qualification.
- II. Member of the Association of Accounting Technician of Sri Lanka (MAAT).

EXPERIENCE: Two years minimum experience in the field of Accounting from a reputed government or private organization.

AGE: Not more than 35 years

SALARY : Rs. 35,000.00+12% EPF and 3% ETF per month

PERIOD: One year contract (Renewable depending on the performance and the need of the Faculty Self-prepared applications including contact telephone numbers together with photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be sent by registered post to reach to "**Senior Assistant Registrar, Faculty of Science, University of Colombo, Thurstan Road, Colombo 03**" or email [deans.office@sci.cmb.ac.lk](mailto:deans.office@sci.cmb.ac.lk) on or before 15<sup>th</sup> of August 2021. The candidates preferred to send applications by post should indicate the post applied for on the top left-hand corner of the envelope. The Applications where copies of certificates are not attached will be rejected.

Registrar

University of Colombo

Colombo 03