



SLAASMB

Sri Lanka Accounting and Auditing
Standards Monitoring Board

Career Opportunities

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 opportunity exist at the SLAASMB

Management Assistant (Finance and Administration) – MA 1-1 (1 position)

The Management Assistant is responsible for providing general clerical duties attributable to the Finance and Administration division. He/she will be reporting to Assistant Director Finance and Administration.

The candidate should possess the following Qualifications and Experience - (1, 2 & 3 below)

- External candidates:

- 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 latest office software packages (MS Office, Windows etc.) and in email and internet.

Age : Candidate should be above 18 years of age 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 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.

Other benefits : Medical insurance and statutory entitlements

The applicant,

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to discharge the duties of the post 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 14th November 2021.

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

Director General
Sri Lanka Accounting and Auditing Standards Monitoring Board

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