

ACCOUNTS ASSISTANT - CONTRACT BASIS

JOB RESPONSIBILITIES

- Handling Vendor payments.
- Ensure payment related controls are followed.
- Maintain selected monthly payable/receivable reconciliations
- Check the accuracy of "Petty Cash Reimbursements".
- Handling and overlooking of payment voucher filling and scanning
- Liaise with Banks towards slip transactions.
- Assist both Internal and External Auditors to in finding proof of transactions/payments.

SPECIFICATION

- Passed in GCE A/L's.
- Following AAT/CASL/ACCA/CIMA.
- Excellent communication skills in English/Sinhala would be an added advantage.
- Excellent verbal, written and interpersonal communication skills.

Forward your CV to careers@softlogiclefe.lk mentioning the position applying in the subject line

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