



SRI LANKA MEDICAL COUNCIL

VACANCY

Post of Management Assistant - Finance and Administration - Contract Basis

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 35 years of age as at 18.04.2022 for the above vacancy.

Required Qualifications and Experience :

1. G.C.E. (O/L) Examination (Should have passed all subjects in one sitting).
2. G.C.E. (A/L) Examination (Should have passed all subjects in one sitting – Commerce Stream).
3. Degree in Finance or Accounting will be considered as an added advantage.
4. Language Proficiency in English and Sinhala/Tamil.
5. Proficiency in MS Office applications and QuickBooks Accounting applications.
6. Previous work experience in a similar role and organization will be considered as an added advantage.
7. Preference will be given to candidates who live within 10 km of the Sri Lanka Medical Council.

Job Description – Responsible for performing duties related to financial operations. The scope of this position shall be to execute and manage the key processes and day-to-day duties assigned by the Head of Finance.

Applications, along with a curriculum vitae including two non-related referees, should be addressed to the Registrar, Sri Lanka Medical Council, to reach the SLMC on or before 18 April 2022.

Please mention “**Post of Management Assistant-Finance**” on the left corner of the envelope.

Dr. Ananda Hapugoda

Registrar,

Sri Lanka Medical Council

No 31, Norris Canal Road, Colombo 10.

03.04.2022