



ACCOUNTANT FINANCIAL REPORTING

SriLankan Catering Limited, a fully owned subsidiary of SriLankan Airlines with ISO 9001:2015, ISO 14001:2015, ISO 22000:2018 (HACCP), and also with the Halal Certification, is the sole caterer to International Airlines. The company counts to its credit several national and international awards, including five Mercury Awards from the International Travel Catering Association (ITCA). The company is equipped with a state-of-the-art Flight Kitchen for the production of food and beverage to the highest quality standards.

We are looking for energetic, enthusiastic, self-motivated person of good character with professional ethics for the above post of **Accountant Financial Reporting** to ensure that the company has sound financial systems and controls designed to support its business activities and accurate financial results are reported to the management while complying with statutory requirements. The successful candidate will be responsible for handling below duties and responsibilities to optimize productivity of the Finance Division while reporting to Manager - Finance

DUTIES AND RESPONSIBILITIES:

- Take charge of the entire financial reporting requirements of the company.
- Be involved in implementing and maintaining accounting and internal control procedures which are laid down in the finance manual, credit manual, or any other manual and any other directive issued by the ministry/other regulatory bodies and the Head of Finance as and when required in order to achieve the desired objectives.
- Contribute to the strategic planning and direction of the company by making commercial and financial input both strategic and operational as a senior member of the finance team.
- Help with preparation and submission of annual corporate budget in respect of all divisions.
- Be involved in implementing all financial aspects of the strategic plan and achieving relevant objectives.
- Help manage business planning and budgetary process including capital expenditure, budget monitoring and re-forecasts.
- Ensure that the company has effective financial systems, controls & processes in place and that these are used throughout the company.
- Ensure development and maintenance of high quality, timely, accurate and complete reports and meet deadlines for financial reporting.
- Prepare & present monthly financial statements including variance reports as per Accounting Standards (SLFRS & LKAS), the procedures laid down in the Finance Manual and the provisions of the Company's Act etc. on or before 5th of the following month to the Head of Finance for approval. Accuracy, completeness and timeliness are key attributes of these financial reports.
- Prepare & present monthly cash forecast in the prescribed format to the Head of Finance during the third week of each month.
- Taking necessary actions to address any expected cash shortage/excess with the proper approval of the Manager Finance.
- All journal entries are passed to the system with the approval of Accountant Financial Reporting.
- Timely reconciliation of balance sheet items including bank balances, current accounts with UL etc. in place and that adjustments if any are made with the approval of the Accountant Financial Reporting.
- Ensure maintenance of a complete and updated registry of fixed assets and that assets are adequately coded at the receiving bay before they are dispatched to the user. Existence, valuation, accuracy and completeness are key attributes of fixed assets.
- Suggest for amendments for the procedures laid down in the Finance Manual where deemed appropriate to be more transparent and for good corporate governance.
- Ensure all financial regulations including statutory, regulatory and legal requirements of government organizations such as BOI, AASL, CBSL etc. are complied in timely manner.
- Ensure debtor balances are recovered and suppliers' advances are settled in a timely manner.
- Take actions to automate existing manual processes wherever possible.
- Ensure arrangements are in place for both internal and external audits.
- Manage currency conversion effectively.
- Maintain an effective and efficient file management system while complying with record keeping as per legal requirements.
- Submit an operational dashboard by incorporating all the reporting and internal control requirements with due dates and actual dates performed on or before 20th of the following month.

REQUIRED QUALIFICATIONS & SKILLS:

- Graduate in Accounting, Finance or similar discipline.
- 05 years' or more experience as an Executive in Finance with minimum of 2 years post qualifying experience as an Accountant in Financial Reporting.
- Fully qualified with a well-recognized Professional Accounting Qualification such as CA, CIMA or ACCA would be an added advantage.
- Experience of a reputed ERP is a prerequisite.
- High level of IT literacy including sound knowledge in MS Office, Excel and PowerPoint.
- Credit passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- Excellent leadership skills, Strong Negotiation Skills, problem solving and creative ability.
- Sound planning, organizing skills and presentation skills coupled with a methodical approach to work.
- Ability to work independently to meet strict deadlines, guide, and lead subordinate staff is considered as an important criterion.
- Excellent command of English, writing and presentation skills are essentially required.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you feel you have the required skills and experience for the job, please e-mail your resume to careers@srilankacatering.com including 02 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Assistant Manager - Human Resources & Administration

Srilankan Catering Ltd
PO Box 07
Airline Centre, Bandaranaike International Airport
Katunayake

Please visit us on www.srilankacatering.com/careers for more details.