



VACANCY

MINISTRY OF POWER & ENERGY

SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from citizens of Sri Lanka who possess the qualifications and experience indicated below for the following post.

Every applicant,

Should be a citizen of Sri Lanka.

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character.

Post of Director (Finance) (No of post: 01)

Common Responsibilities:

- To efficiently manage the human resources of the division and development for effective delivery of mandated activities.
- To set Key Performance Indicators for the division to monitor performance and take appropriate intervention measures for continual improvement.
- Plan, monitor, and co-ordinate the budgeting and financial planning process to ensure that Budget calls, financial reports and other information are delivered in a timely manner to meet statutory and other requirements.
- Control and manage all financial transactions of the SLAEB as per the standard accounting practices.
- To effectively manage all activities in relation to cash and banking operations.
- Liaise with Auditors, review audit reports and coordinate implementation of identified corrective/preventive actions and responsible for submission of reports to the Auditor General.
- Monitor the financial health of the institute on a continuous basis and make recommendations to the management in order to add value and stability of the SLAEB operation.
- Actively promote the use of ICT to improve performance of the division in delivering its services.

- Overall responsible for the institute fixed asset inventory system including maintaining updating and disposal of fixed asset as per SLAEB Guidelines.
- Any other duties assigned by the Chairman or Director General.

Qualifications :

External Candidates (1 or 2 below):

1. A Bachelor's Degree in Finance, Finance Management, Commerce, Management, Accountancy or Business Administration which is recognized by the U.G.C

WITH

A Postgraduate qualification (Masters) in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

A minimum of 15 years' experience at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

Internal Candidates (1 or 2 below):

1. Having obtained the qualifications required by the external candidate above.
2. Completion of minimum five (05) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post.

Age : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Employee Category As per MSD Circular No. 30: Senior Manager (HM 1-3)

Salary Code : HM 1-3 2016

Salary Scale:

Rs. 86,865/- 15x2,270/- = 120,915 (monthly) as per Management Services Department (MSD) Circular 02/2016. (In addition to the above salary Government approved other allowances will be paid.)

Method of Recruitment:

By a structured interview, conducted by a panel appointed by the appointing authority.

Nature of Appointment :

Permanent with entitlement of Employees' Provident Fund and Employees' Trust Fund.

Other Benefits : Other benefits entitled to this post will be provided as per the applicable government circulars.

Application with full bio-data, names and addresses of two non related referees and copies of certificates relevant to the post should be forwarded by registered post to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 27th December 2023 or by e-mail to recruitment2023@aeb.gov.lk on or before 27th December 2023. (When forwarding applications through e-mail, the application and the other documents should be attached as a single file (PDF - Zip file)) The post for which the application is forwarded should be mentioned on the left hand top corner of the envelope. Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Chairman,
Sri Lanka Atomic Energy Board
60/460, Baseline Road, Orugodawatta, Wellampitiya .
Tel: 0112-533427-8**