

Post of Bookkeeper (2)

Posted on Tuesday, January 23rd, 2024



If you are proactive, highly motivated, results oriented and ready to embark on a challenging career;

Come join us!

POST	QUALIFICATIONS & EXPERIENCE	COMPETENCIES REQUIRED
Bookkeepers		
02 Positions		
Based at the National Headquarters in Colombo	<ul style="list-style-type: none">· Part qualification of a recognized professional accounting body or following a professional examination· Knowledge in Accounting and Book Keeping process· Experience in Finance Field would be an added advantage· Computer literacy with working knowledge in computerized accounting systems would be an added advantage	<ul style="list-style-type: none">· Knowledge in MS Office· Good communication and interpersonal skills· Language skills in oral and written Sinhala/ Tamil and English
HRM 005/2024		
Attractive Remuneration, depending on your Qualifications, Experience & Competencies		

General Requirements

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews;

Please email your applications to: jobs@redcross.lk OR post to Director General, Sri Lanka Red Cross Society, No. 106, Dharmapala Mawatha, Colombo 07 on or before 04.02.2024 (HRM 004/2024)