



Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

Assistant Manager - Tax

Job Responsibilities

- Preparation of Monthly Income Tax Provisional Computation including the quarterly payments and quarterly Tax Returns through the process set out by the bank in accordance with the respective tax laws and regulations.
- Preparation of VAT on FS monthly computation for payment purposes and preparation of VAT on FS monthly apportionment as per the workings available. In addition, the bi-annual returns and final VAT on FS returns including the relevant schedules are required to be prepared and uploaded to the RAMIS system.
- Preparation of VAT on Goods and Services monthly payment, compilation of the quarterly returns (including the associated schedules) and uploading them in the RAMIS system.
- Preparation of monthly WHT payment, compilation of the annual final computation and uploading the same in the RAMIS.
- Preparation of Stamp Duty, collating the associated schedules and uploading them into RAMIS.
- Preparation of the Crop Insurance Levy quarterly payments including the respective quarterly returns including the final return.
- Reconciliation of Tax related GL Accounts as per the required templates and maintaining supporting documents with the reconciliations.
- Passing the tax related journal entries into the Core banking systems.
- Preparation of reconciliations and custom-made reports for the bank's annual statutory audits & internal audit requirements.
- Assisting the bank's annual report compilation process with the preparation of tax notes etc.
- Facilitating by compiling custom made reports and reconciliations for tax audits conducted periodically.
- Assisting to compile the appeals on assessments including reconciliations and other supportive documents.

The Person

- Minimum 7 years of experience in banking /finance out of which 3-5 years experience in Similar position
- Knowledge in banking practice and Taxation.
- Full or part qualification in Banking, Taxation, Accounting/ Finance.
- Degree in Finance/Management from a recognize university will be an added advantage.
- Membership of a recognized professional body or passed finalist
- Smart, intelligent and with a pleasing personality.
- Good Communication and inter-personal skills

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to careers@seylan.lk within 7 days of this advertisement."

Only the shortlisted candidates will be contacted by Seylan HR