

Job Description

- Perform bank reconciliations for major accounts (HNB/BOC/NTB).
- Credit card reconciliation & Credit card sales summary updates.
- Fixed assets coding & maintaining Fixed asset register.
- Journal entry processing.
- Balance sheet reconciliations.
- Monthly financial statement closing supports- Prepare dashboard/ Annexures/ USD P&L/ Variance reports.
- Providing information to external & internal auditors.

Requirements

- Minimum 04 years or more experience in Finance.
- Fully or part qualification in CA, CIMA, ACCA, AAT.
- A Degree/ Advanced Diploma (03 years) in Accounting, Finance or similar discipline from a recognized university would be an added advantage.
- 02 years' audit experience from a reputed audit firm is mandatory.
- 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 communication skills, interpersonal skills, attention to details, problem solving and analytical skills.

Benefits

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

Job Information

Grade
5

Division Name
Finance Division

Date Opened
18/06/2025

Application Closing Date
02/07/2025

Job Type
Full time

Industry
Financial Services

City
Katunayake

Province
Western Province

Country
Sri Lanka

Postal Code
11450