

## Job Description

- Ensure all payments are made on time to secure supplier's credit facilities while utilizing credit periods.
- Verify all payment entries to the system and ensure that correct ledger accounts are posted.
- Make all payments as per the procedures laid down in the government procurement guidelines, finance manual and any other legal or statutory document which may be applicable to the company.
- Bring automation to payment systems where deemed necessary.
- Manage creditors aging reports while meeting the deadlines.
- Respond to all vendor inquiries.
- Assist Financial Reporting unit for month-end closing of Accounts Payable module.
- Comply with the company's file archiving policy regarding payment vouchers and other related documents.
- Liaise with company's banks in relation to payment management.
- Assist both internal & external auditors in an effective manner.
- Manage the department's stationary stocks.
- Maintain necessary registers in relation to payment management.
- Keep all insurance files updated with insurance payments.
- Report management of any kind of discrepancies/malpractices/weaknesses or improvements which require the attention of the management.
- Maintain the integrity of self and the confidentiality of information.

## 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  
**11440**