

Job Description

Purpose

Monitor and regulate Local & Foreign currency disbursements system-wide effectively & ensure assigned vendors' / suppliers' payments are made on due dates in order to avoid penalties and fines.

Job Accountabilities:

- Ensure accurate & timely processing of Local/Foreign currency payments and pay special attention to pre identified critical payments and vendors to avoid service interruptions and late payment charges.
- Assist subordinates to settle advance payments prior to expected date of settlement and ensure that system is updated promptly by following up on long outstanding entries until clearance to reflect accurate liability in Accounts Payable module.
- Timely and accurate invoice validation in Oracle Financials system.
- Ensure that the invoices are received on time for all critical payments and arrange payments to Local Government/Non-Government institutions & provide monthly/quarterly/annual updates.
- Ensure that the invoices are received on time for Foreign Suppliers' Payments and arrange timely payments to avoid service interruptions.
- Completion of monthly/quarterly/annual vendor reconciliations for key accounts & carry out periodic system clean up.
- Process Journal entries and attend to supplier balance confirmations at the year-end.
- Authorization of Local & Foreign Currency Payment vouchers, WHT Deduction Certificates & SVAT Credit Vouchers and ensure accuracy and timeliness of payments made.
- Timely and accurate general ledger account reconciliation and ensure the recoveries/payments are in order.
- Transfer payment batches to Bank/s before the cut-off times to ensure timely payments.
- Providing information to the management and external auditors as and when required and formulate daily/weekly/monthly cash flow requirements within required deadlines for decision making.

Requirements

Full professional qualification in Finance (CA Sri Lanka/CIMA/ACCA) with 2 years of experience in a relevant discipline.

Note: Trainee and internship experience will not be considered as work experience.

The upper age limit should be 35 years as of 11th August 2025 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Grade

8.1

Division Name

Finance

Date Opened

01/08/2025

Application Closing Date

11/08/2025

Job Type

Full time

Industry

Airline - Aviation

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450