

## Job Description

- Timely generation of invoices in respect of all the airlines and other customers.
- Carry out quantity reconciliations based on each business unit.
- Check and reconcile daily cash collections from each business units.
- Timely reconciliation of sales with system reports and cash collections (including credit cards)
- Carry out credit card reconciliations.
- Preparation of sales summary report.
- Maintain daily approved cash floats.
- Preparation KOT (Kitchen Order Ticket) analysis and reconcile the discrepancies in a timely manner.
- Timely following up debtors.

## Requirements

- Passed G.C.E. (A/L) with Full or Part Professional Qualification in CA, CIMA, ACCA with 4 years' experience in the relevant field.
- OR
- A Degree/ Advanced Diploma (03 years) in Accounting, Finance from a recognized university would be an added advantage.
- 02 years' audit experience from a reputed audit firm is mandatory.
- 06 Passes for G.C.E. (O/L) including credit passes for English & Mathematics.
- High level of IT literacy including sound knowledge in MS Office, Excel and PowerPoint.
- Excellent writing and oral communication skills, leadership skills, negotiation/problem solving skills, analytical skills, sound planning and organizing skills coupled with a methodical approach to work

## Benefits

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

## Job Information

Grade  
5

Division Name  
Finance Division

Date Opened  
25/08/2025

Application Closing Date  
09/09/2025

Job Type  
Full time

Industry  
Financial Services

City  
Katunayake

Province  
Western Province

Country  
Sri Lanka

Postal Code  
11450