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**BANDARANAIKE
INTERNATIONAL AIRPORT**

We Develop Business by Developing People.

***AASL is hiring the best talent to the best and
we are an equal opportunity employer***

***We are looking for highly motivated individuals with right attitudes
to fill the following vacancy***

POST OF ACCOUNTS ASSISTANT CUM CASHIER GRADE II

- 1 Job Scope** : Maintain and update all records of Accounts payable, Accounts Receivable, General Ledger, Assets, Payroll Management, Projects and Budgetary Control system ...etc.as per the instructions of immediate Supervisors or Senior officers.
- 2 Key Responsibilities** :
- i. Need to handle cashiering functions at any airport in the country.
 - ii. Handling emergency/ petty cash imprest and stamp imprest.
 - iii. Printing and issuing of supplier cheques, accepting customer cash and cheques and arranging daily banking activities.
 - iv. Preparing fuel mix payment entries for CPC fuel consumption in FFS and preparing JEs for consumption in Mechanical Division prior to month end closing.
 - v. CPC reconciliations with CPC statement and AASL Ac.
 - vi. Verifying and maintaining records for fuel allocation of HODs/ DHODs on monthly basis.
 - vii. Preparing supplier/ cash advance outstanding schedules and follow up on daily basis.
 - viii. Attending ERP system account reconciliation process.
 - ix. Creating payment vouchers for gratuity, retention of salary and payroll division related payments.
 - x. Creating New suppliers and new object codes to ERP
 - xi. Coordinating with internal departments for incomplete MSI received for payments and attending any other urgent payment matters.

- xii. Coordinating with banks and clearing unidentified deposits.
- xiii. Reconciliation of daily cash and card sales with credit card merchant statements and issuing receipts.
- xiv. Coordinating with inter-departments and receiving relevant daily cash transactions and updating records before the end of each month.

- 3 Qualifications** : Should have possessed Intermediate of ICASL/ CIMA/ ACCA
- 4 Experience** : Should possess a minimum of Four (04) years experience in Auditing/ Accounting/ Cashiering in a reputed organization
- 5 Age** : Below 35 years on the closing date of applications
- 6 Salary** : The remuneration package offered will be attractive. In addition, the selectees will receive attractive fringe benefits.
- 7 Method of selection** : Selection will be made after a written test and an interview

General

The selected candidate will have to perform duties at any location of the company in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience please send in your resume prepared according to the specimen application given in our Website (<http://www.airport.lk>>Corportate>Careers) with copies of the relevant certificates to be reached to the address "**Chairman, Airport & Aviation Services (Sri Lanka) (Private) Limited, Bandaranaike International Airport, Katunayake**" on or before **February 09, 2026 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

The applications without copies of the relevant certificates or forwarded in other modes or not in accordance with the specimen given on our website and applications received this office after the closing date of the application will be rejected.

Please note that only qualified candidates will be notified at all stages of the selection process.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**

25/01/2026