



## **SRI LANKA FOUNDATION** **Vacancies**

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post on the Staff of The Sri Lanka Foundation.

### **DIRECTOR FINANCE (HM 1-1) - 01 Post**

#### **Qualifications and Experience.**

##### **External Candidates - (1 or 2 below)**

1. A Bachelor's Degree in Management/ Business Administration/Commerce/ Accounts which is recognized by the UGC

AND

A postgraduate degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional chartered institute, which is relevant to the subject area of the post

AND

Minimum of fifteen (15) years' experience at a managerial level in a Corporation/ Statutory Board /institution or a reputed private institution

2. Full membership of a recognized professional chartered institution in a related field to the post

AND

Minimum of fifteen (15) years' experience at a managerial level in a Corporation, Statutory Board /institution or a reputed private institution

##### **Internal Candidates (1 or 2 below)**

1. Having obtained the qualifications required by external candidates above
2. Completion of minimum five (05) years satisfactory service in a post in the manager (MM1-1) Category Grade I in the subject area relevant to the post

**Age:** The candidate should be not less than 35 years and not more than 55 years. The upper age limit will not apply to internal candidates.

**Salary Scale:** Will be in accordance with the Management Services Circular 01/2025.

**HM 1-1 -2025**       $140,640 - 15 \times 4,100 = 202,140/-$

**Nature of Appointment:** Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

### **Job Description**

- Financial Management of the SLF.
- Preparation of annual Financial Statement.
- Preparation of the annual estimates of the SLF.
- Liaison with the Internal Auditor and the officials of the Auditors Generals Department regarding Audit Queries.
- Overall supervision of the staff of the accounts and the supplies divisions.
- Supervision of the procurement and stores management.

### **Recruitment Procedure:**

As determined by the Appointing Authority recruitment of external and internal candidates will be done through a structured interview conducted by a panel appointed by the appointing authority.

Appointments will be made purely in the order of merit at the interview.

### **General Conditions**

Every applicant:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post.
- Should be of excellent moral character.
- Computer literacy and sound knowledge would be an added advantage.
- Any application submitted without the required information will be rejected.
- The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.
- Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.
- Applicants must duly complete the Specimen application provided by the SLF.
- If applying for more than one post, a separate application should be submitted for each post.

- Applicants must have completed all the qualifications before the closing date of applications.
- The final decision in respect of recruitment shall rest solely with the SLF Management.

Applications below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach “ Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Colombo 07.” on or before 02<sup>nd</sup> February, 2026.

Chairman,  
Sri Lanka Foundation  
No.100, Sri Lanka Padanama Mawatha,  
Independence Square  
Colombo 07.