

CA

THE INSTITUTE OF
CHARTERED ACCOUNTANTS OF SRI LANKA



Your Opportunity to Lead, Inspire, and Excel Awaits at CA Sri Lanka!

MANAGER – CONTENT DEVELOPMENT

As we continue to lead and transform, the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is seeking a passionate and driven professional who embodies responsibility, adaptability and a commitment to excellence to take on this exciting role.

KEY RESPONSIBILITIES

- » Developing press releases.
- » Drafting, editing, and approving content for all internal and external communications, including promotional materials such as e-flyers and advertisements.
- » Ensuring all in-house content adhere to high standards of the English language.
- » Develop messages for the institute's hierarchy to be published in newspaper supplements and souvenirs, as well as for regional and international publications.
- » Crafting speeches for the institute's hierarchy to be delivered at various events in Sri Lanka and overseas.
- » Approving and editing content for the website and social media.
- » Drafting updates related to the institute's activities and initiatives to be sent to regional and international accounting organisations.

QUALIFICATIONS AND SKILLS

- » A qualification in Journalism, Communications, or English from a recognised institute or university.
- » Minimum of 5 years' experience in content development and editing.
- » Experience in media and public relations will be an added advantage.
- » Strong command of the English language, with excellent proofreading and editing skills.
- » Strong organisational skills and attention to detail.
- » Ability to manage multiple tasks and projects simultaneously whilst maintaining high standards of accuracy, quality, and adhere to strict deadlines.

If you are passionate and eager to contribute to CA Sri Lanka's growth, please send your CV including two non-related referees' contact details to

careers@casrilanka.org

or the address below within 7 days. Indicate the position applied for in the subject line or on the envelope

Head of Human Resources
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