

PURPOSE OF LANKA SATHOSA LTD.

As the largest state owned retail business in Sri Lanka, we are committed to delivering quality products at affordable prices, making everyday living better for communities across the island. We proudly support SMEs by providing a trusted and hassle-free platform to grow their businesses, while building strong and direct connections between farmers and traders with minimal barriers. Guided by integrity, transparency, and respect, we foster a dynamic and supportive culture that empowers our employees and all stakeholders to grow and succeed together.

We are seeking talented individuals to join the Lanka Sathosa Ltd. family in the belowmentioned positions and contribute to our mission of serving communities, supporting SMEs, and driving growth across Sri Lanka.

1. ACCOUNTANT

Job Role

- Maintain accurate financial records in compliance with accounting standards and organizational policies.
- Monitor and reconcile all ledger accounts, including bank reconciliations and supplier/customer accounts.
- Manage accounts payable and receivable, ensuring timely processing of invoices and payments.
- Support budgeting and forecasting processes by providing timely and accurate financial data.
- Assist in stock and inventory accounting, ensuring accuracy between physical stock and system records.
- Coordinate with internal and external auditors and support year-end audit processes.
- Generate financial reports for management decision-making, including cost analysis and variance reporting.
- Liaise with banks and other financial institutions for routine transactions and reconciliations.

Qualifications

For External Candidates: 1 or 2 Below

1. Bachelor's Degree in Finance Management/ Accountancy/ Business Administration/ Commerce or Management which is recognized by the U.G.C. **And** 01 year Post Qualifying service experience in the subject area relevant to the post.
2. Having completed the intermediate certificate of a recognized professional "Chartered Institute", of which the subject area is relevant to the post **And** 01 year post qualifying experience in the subject area relevant to the post.

For Internal Candidates (I or II below):

- I. Having obtained the qualifications required by the external candidates above.
- II. Completion of minimum 05 years satisfactory service in Assistant Managerial Level (JM) in the subject area relevant to the post.

Age : Should be not less than 22 years and not more than 45 years.

Salary Code & Scale : (Salary Code MM 1-1-2025 and Salary Scale Rs.91, 690/= - 10 x Rs.2, 480/= - 15 x Rs.3, 450/= - Rs.168, 240/=)

Salary & Other Allowances 2026 : Basic Salary: 81,710.00, Cost of Living: 17,800.00, Professional Allowance: 25,000.00, Transport Allowance: 25,000.00, Communication Allowance: 1,500.00

Nature of Appointment: Permanent Basis with entitlement to EPF and ETF.

2. ASSISTANT ACCOUNTANT

Job Role

- Assist in maintaining accurate financial records, including accounts payable and receivable, general ledger entries, and bank reconciliations.
- Support the preparation of budgets and financial forecasts, monitoring expenditures, and reporting variances.
- Prepare monthly, quarterly, and annual financial statements and reports in compliance with accounting standards and organizational policies.
- Facilitate internal and external audits by providing necessary documentation and explanations.
- Ensure adherence to financial regulations and internal controls, recommending improvements where necessary.
- Work closely with other departments to gather financial data and support organizational objectives.

Qualifications

For External Candidates: 1 or 2 Below

1. Bachelor's Degree in Finance Management/ Accountancy / Business Administration / Commerce or Management which is recognized by the U.G.C.
2. Having completed the intermediate certificate of a recognized professional "Chartered Institute", of which the subject area is relevant to the post

For Internal Candidates (I or II or III below):

- I. Having obtained the qualifications required by the external candidates above.
- II. Completion of minimum 05 years satisfactory service in a post of a **MA - 4 category**, in the subject area relevant to the post.
- III. Completion of Five (05) years satisfactory service in a post of a **MA 1-2 Grade II Category** in the subject area relevant to the post.

Age : Should be not less than 22 years and not more than 45 years.

Salary Code & Scale : (Salary Code JM 1-1-2025 and Salary Scale Rs.(72,650/= - 10 x Rs.1,360/= - 18 x Rs.2,040/= - Rs.122,970/=)

Salary & Other Allowances 2026 : Basic Salary: 65,633.00, Cost of Living: 17,800.00, Transport Allowance: 10,000.00, Communication Allowance: 1,125.00

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

3. CONFIDENTIAL SECRETARY / ASSISTANT MANAGER - CHAIRMAN OFFICE

Job Role

- Serve as the Secretarial Officer to the Chairman, bearing full responsibility for the efficient coordination and administration of all matters pertaining to the Chairman's Office, while ensuring the highest standards of confidentiality, discretion, and professionalism at all times.
- Ensure the accuracy, security, integrity, and strict confidentiality of all records, data, correspondence, and information pertaining to the Chairman's Office, and maintain systematic control and proper filing of such documentation.
- Coordinate, schedule, and manage meetings, appointments, and official engagements of the Chairman, including maintaining the Chairman's calendar and ensuring the timely availability of all required documents, briefs, and reference materials.
- Attend meetings as directed by the Chairman and accurately record, prepare, and maintain minutes of meetings and confidential reports, including statistical, operational, and financial reports, for authorized circulation among the Management Team.
- Maintain, safeguard, and systematically manage all confidential records and documentation relating to the Chairman's office, including Minutes, action plans, correspondence, discussions, and follow-up matters.
- Liaise with internal and external stakeholders on behalf of the Chairman while ensuring adherence to organizational protocol and confidentiality requirements.
- Perform any other duties and responsibilities as may be assigned by the Chairman from time to time in relation to the effective functioning of the Chairman's Office.

Qualifications

External Candidates: 1 or 2 or 3 or 4 Below

1. Bachelor's Degree in Human Resource Management, Public Administration, Business Administration, Management or Law which is recognized by U.G.C.
2. Having obtained a certificate of proficiency not below than the NVQ Level 7, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
3. Having obtained a certificate of proficiency not below than the NVQ Level 6, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission **And** minimum five (05) years post qualifying experience in a relevant field in a Government Corporation, Board or a Reputed Statutory Institute.
4. Having completed Professional Qualification in NVQ Level 5 relevant to the post **And** 10 years working experience in relevant field at Corporation, Statutory Board / Institution or a reputed private institution.

For Internal Candidates (I or II or III below):

- I. Having obtained the qualifications required by the external candidates above.
- II. Completion of minimum 05 years satisfactory service in a post of a **MA-4/MA-3 category**, in the subject area relevant to the post.
- III. Completion of Five (05) years satisfactory service in a post of a **MA 1-2 Grade II Category** in the subject area relevant to the post.

Age : Should be not less than 22 years and not more than 45 years.

Salary Code & Scale : (Salary Code JM 1-1-2025 and Salary Scale Rs.(72,650/= - 10 x Rs.1,360/= - 18 x Rs.2,040/= - Rs.122,970/=)

Salary & Other Allowances 2026 : Basic Salary: 65,633.00, Cost of Living: 17,800.00, Transport Allowance: 10,000.00, Communication Allowance: 1,125.00

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

THE IDEAL CANDIDATES SHOULD ALSO:

- Have experience in a reputed commercial or Multinational organization in the similar capacity.
- Experience in a Government Institution will be a definite advantage.
- Have excellent analytical, Problem solving and organizing skills.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate good IT skills.
- A proven ability to lead and direct multi-disciplinary teams.

EVERY APPLICANT:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

Candidates who possess the required qualifications, experience, and competencies are invited to submit their Curriculum Vitae, together with copies of relevant educational and professional certificates, either under registered cover or via email on or before **27th June 2026**. Applications should be addressed to the Deputy General Manager – Human Resources & Administration, Lanka Sathosa Ltd, No 27, 4th Floor, CWE Secretariat Building, Vauxhall Street, Colombo 02 or forwarded via email to vacancies@lankasathosa.org within the stipulated deadline.

Chairman
Lanka Sathosa Limited,
No.27, CWE Secretariat Building, Vauxhall Street, Colombo 02.