

Job Description

Assist Senior Manager Financial Services and Payments Manger in monitoring and controlling disbursements system-wide effectively and ensure timely settlement of statutory payments to avoid penalties and fines, prompt settlement of advances and Accounts Payable system clean up.

Job Accountabilities:

- Ensure accurate and timely processing of Local and Foreign payments and pay special attention to pre-identified critical payments and vendors to avoid service interruptions and late payment charges.
- Assist subordinates to settle advance payments prior to expected date of settlement and monitor and ensure that system is updated promptly by following up on long outstanding entries until clearance to reflect accurate liability in Accounts Payable system.
- Timely and accurate invoice validation in Oracle Financials.
- Authorization of Local and Foreign currency payment vouchers and ensure accuracy and timeliness of payments made.
- Timely and accurate general ledger account reconciliation and ensure the recoveries/payments are in order.
- Transfer payment batches to Bank before the cut-off times to ensure timely payments.
- Ensure that the invoices are received on time for statutory payments and review and verify the payments prior to processing. Liaise with the regulatory authorities to resolve any disputes and ensure the timely processing of all payments to avoid penalties and issuance of certificates on a timely basis.
- Process Journal entries and attend to supplier balances confirmations.
- Completion of quarterly vendor reconciliation and carry out periodic system clean up.
- Compile and provide management information for Statutory payment Dashboard and perform any other special projects requested by the Payments Manager/Senior Manager Financial Services.
- Providing information to the management and external auditors as and when required and formulate daily/weekly/monthly cash flow requirements within required deadlines for decision making.

Requirements

Full professional qualification in Finance (CA Sri Lanka/CIMA/ACCA) with 2 years of experience in a relevant discipline.

Note: Trainee and internship experience will not be considered as work experience.

The upper age limit should be 35 years as of 15th June 2026 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Division Name
Finance

Date Opened
05/06/2026

Application Closing Date
15/06/2026

Job Type
Full time

Industry
Airline - Aviation

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450