

Job Description

SriLankan Airlines, the National Carrier of Sri Lanka and a member of Oneworld alliance, operates an extensive global network covering the Europe, Middle East, Africa, Indian Subcontinent, South East Asia, the Far East and Australia.

The SriLankan team is seeking a dynamic individual to join us as:

FINANCE AND ADMIN OFFICER (LONDON)

Assist the Finance Manager in overseeing all financial activities for the United Kingdom & Ireland operations, ensuring compliance with corporate financial policies and local regulatory requirements. Support HR and administrative functions within the UK office to maintain efficient and smooth business operations.

Key responsibilities:

- Interface all town office and airport office counter sales from Amadeus into Oracle, create invoices, and reconcile transactions with counter sales reports.
- Generate receipts for all sales collections, reconcile collections against counter sales, and submit revenue reports to Head Office within stipulated deadlines.
- Account for miscellaneous receipts where applicable and reconcile all receipts against uploaded bank statements.
- Allocate collections against sundry debtors where relevant and prepare payment details on the bank portal for Oracle payment vouchers.
- Create payment vouchers in Oracle for direct debits and accurately maintain worksheets relating to taxes including APD and VAT. Ensure proper maintenance and safekeeping of accountable financial documents.
- Organize, plan, and coordinate meetings, including preparing agendas, compiling background documentation, drafting minutes, and following up on decisions and action points.
- Prepare reports relating to Free Rebate Authority(FRA)/Staff Travel Authority(STA)ticket issuance, maintain contracts, and assist with office expenditure monitoring and staff claim processing.
- Liaise with HR on recruitment, training, leave administration, and other related Human Resources (HR) functions.

Requirements

06 passes including Mathematics at GCSE with 04 Higher Grades (A* -C) Including a higher grade for English in one sitting and 02 passes at A-Levels with 02 Years experience.

OR

06 passes including Mathematics at GCSE with 04 Higher Grades (A* -C) Including a higher grade for English in one sitting and full pr part professional qualifications with 02 Years experience.

A minimum of 01 year of relevant finance experience will be considered an added advantage.

The ability to live legally and work in the United Kingdom (Candidates should be British citizens OR British permanent Resident (PR) holders) is a mandatory requirement.

Influencing will be a reflection of unsuitability.

We are an equal opportunity organization.

Employment will be offered on fixed term contract.

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

Worldwide Sales & Distribution

Date Opened

15/06/2026

Application Closing Date

25/06/2026

Job Type

Full time

Industry

Airline - Aviation

City

London

Province

London

Country

United Kingdom

Postal Code

London