

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 a talented individual to join the Lanka Sathosa Ltd family in the aforementioned position and contribute to our mission of serving communities, supporting SMEs, and driving growth across Sri Lanka.

1. EXECUTIVE FINANCE

Job Role

- Manage day-to-day financial transactions, including accounts payable, accounts receivable, and general ledger activities.
- Prepare financial reports, reconciliations, and supporting schedules to ensure accurate and timely financial reporting.
- Monitor cash flow, bank reconciliations, and payment processes while ensuring compliance with company policies and financial regulations.
- Assist in budgeting, forecasting, financial analysis, and statutory audit requirements to support business decision-making.
- Maintain accurate financial records and ensure compliance with accounting standards, taxation requirements, and internal controls.

Qualifications

For External Candidates (1 or 2 Below):

1. Bachelor's Degree in Finance Management / Accountancy / Business Administration / Management / Public Administration/ Commerce which is recognized by the U.G.C.
2. Passed the Intermediate Examination of a recognized professional Chartered Institute 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 five (05) years satisfactory service in a post of 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 MA - 3 2025 and Salary Scale Rs. (53,940/= - 10 x Rs.800/= - 11 x Rs.1,190/= - 10 x Rs.1,320/= - 5 x Rs. 1,350/= - Rs.94,980/=)

Salary & Other Allowance 2026 : Basic Salary: Basic Salary Rs. 49,831.00 and Cost of Living: Rs. 17,800.00

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

2. EXECUTIVE - QUALITY ASSURANCE

Job Role

- Conduct quality inspections and audits to ensure compliance with company quality standards, policies, and regulatory requirements.
- Monitor and evaluate product and operational quality, identifying non-conformities and recommending corrective and preventive actions.
- Maintain quality assurance documentation, records, and reports, ensuring accuracy and compliance with established procedures.
- Coordinate with internal departments to implement quality improvement initiatives and promote continuous process enhancement.
- Assist in developing, reviewing, and enforcing quality assurance policies, procedures, and standard operating practices to maintain consistent quality standards.

Qualifications

For External Candidates (1 or 2 Below):

1. Bachelor's Degree in Chemistry / Food Science / Agriculture / Bio Science / Nutrition/ Management/ Business Administration/ Public Administration/ Commerce which is recognized by the U.G.C.
2. Passed the Intermediate Examination of a recognized professional Chartered Institute 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 five (05) years satisfactory service in a post of 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 MA - 3 2025 and Salary Scale Rs. (53,940/= - 10 x Rs.800/= - 11 x Rs.1,190/= - 10 x Rs.1,320/= - 5 x Rs. 1,350/= - Rs.94,980/=)

Salary & Other Allowance 2026 : Basic Salary: Rs. 49,831.00, Cost of Living: Rs. 17,800.00,

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

3. ACCOUNTS ASSISTANT

Job Role

- Assist in maintaining accurate financial records, accounting transactions, and supporting documentation.
- Prepare and process invoices, payments, receipts, and bank reconciliations in a timely manner.
- Support the preparation of financial reports, schedules, and month-end closing activities.
- Maintain proper filing of accounting records and ensure compliance with company policies and accounting procedures.
- Coordinate with internal departments and external stakeholders to resolve accounting queries and support day-to-day finance operations

Qualifications

External Candidates : (1 Below)

1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Subjects of Sinhala/Tamil and Mathematics **And** having passed three subjects (other than the General paper) at the G.C.E. (A/L) Examination.
- Candidates with a professional qualification in Accounting/Finance (ACCA, CIMA, CASL) and a relevant degree, coupled with prior experience in finance-related roles, will have a distinct advantage

For Internal Candidates: (I or II below)

- I. Having obtained the qualifications required by the external candidates above.
- II. Having passed the G.C.E. (O/L) examination in six (06) subjects with Credit passes for four (04) subjects, including subjects of Sinhala / Tamil and Mathematics **And** having completed a minimum of five (05) years satisfactory service in a permanent post under the Primary Level employee category.

Age : Should be not less than 18 years and not more than 45 years.

Salary Code & Scale : (Salary Code MA 1-2 - 2025 and Salary Scale Rs.(46,220/= - 10 x Rs.540/= - 7x Rs.630/= - 12x Rs.1,080/= - 12 x Rs.1,280/= - Rs. 84,350/=)

Salary & Other Allowance 2026 : Basic Salary: Rs. 43,312.00 and Cost of Living: Rs. 17,800.00

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

4. STORES ASSISTANT FOR WAREHOUSE

Job Role

- Implementation of multiple distribution and sales activities within distribution warehouses, maintenance of stock levels, and preparation and updating of relevant computer-based records. In addition, responsible for performing general organizational duties and any other tasks assigned by the management

Qualifications

Internal and External Candidates: (1 below)

1. Persons who have sat for the G.C.E (O/L) Examination.
- Candidates with Proficiency in computer literacy related to documentation preparation (MS Word / Excel), along with prior relevant experience, will have a distinct advantage.

Age : Should be not less than 18 years and not more than 45 years.

Salary Code & Scale: (Salary Code PL - 1 2025 and Salary Scale Rs.(40,500/= - 10 x Rs.450/= - 10x Rs.490/= - 7x Rs.540/= - 15 x Rs.590 = - Rs. 62,530/=)

Salary & Other Allowance 2026 : Basic Salary: Rs. 38,488.00, Cost of Living: Rs. 17,800.00

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

THE IDEAL CANDIDATES SHOULD ALSO :

- Have experience in relevant field (Retail) 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 and 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 25th July 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.