

## **ASSISTANT ACCOUNTANT**

### **Key Responsibilities:**

- Preparation of Monthly Management Accounts & Annual Financial Statements
- Handling Payments, General Ledger, Fixed Assets Register & Bank Reconciliations
- Handling site staff payroll and related duties
- Coordination with project sites & visit project sites as when required
- Handling taxation process & tax related inquires
- Liaise with Banks, Auditors, Secretaries, and other statutory & non-statutory bodies.

### **Essential requirements:**

- Bachelor's degree in Accounting/ Finance/ Management or Executive level in CA Sri Lanka or equivalent professional qualification
- Knowledge in Accounting standards (SLFRS/LKAS) and principles
- 3 Years Experience in an Audit Firm ( Mercantile sector experience will be an added advantage)
- Ability to work independently
- Computer literate with accounting software packages and MS Office
- Excellent communication skills in both Sinhala & English
- Age below 27 years
- Outgoing personality & ability to work long hours