



# INDUSTRIAL DEVELOPMENT BOARD OF CEYLON

(Ministry of Industries)



## Vacancy

Industrial Development Board is a premier state sector organization set up by the Act No. 36 of 1969, entrusted with the responsibility of encouraging, promoting and developing the industries in Sri Lanka.

Applications are hereby invited from qualified and eligible candidates to recruit for undermentioned post vacant at Industrial Development Board.

### Post of Director - Finance (HM 1-2) - (01 Post)

#### Job Description

- In-charge of the financial and logistic function of the Board.
- Implementation and monitoring of proper internal financial control systems.
- Preparation of Budget and Annual Financial Plans of the Board and Monitoring of the Budget.
- Maintain proper records of all transactions and provide timely management information and prepare Final Accounts and Interim Accounts of the Board.
- Answering Auditor General's queries on the transaction of the Board and prepare replies to Auditor General Reports under Sections 13-7 A and 14-2C until it is submitted to the COPE meeting.
- Any other duties or functions that the Board may assign from time to time.
- Guiding Chairman and Board of Directors on financial matters as and when required.

#### Educational / Professional Qualifications

- 1 Bachelor's Degree in the field of Accountancy / Finance / Business Administration / Commerce which is recognized by the U.G.C. **Or** Higher National Diploma in Accountancy (HNDA) and Master's Degree from a University recognized by the U.G.C.

#### **OR**

- 2 Full Membership of the Institute of Chartered Accountants of Sri Lanka (ICASL)/ Chartered Institute of Management Accounts UK (CIMA)/Association of Certified and Corporate Accountants (ACCA).

#### **And**

Minimum fifteen (15) years experience in the relevant field of Managerial Level in a Corporation, Board or a reputed Mercantile Establishment.

#### **03. Facilities and Benefits**

- Encashment of Unutilized Medical Leave
- Reimbursement of Medical expenses covering the employee and family.
- Transport facility or allowance for HM category will be provided as per Public Enterprises Circular No. PED 1/2015.
- Annual Bonus.
- Distress Loan at concessionary interest rate.
- Agrahara Insurance Scheme.

#### **04. General Conditions**

1. This is a permanent post in the cadre.
2. Candidate who is selected to the post will be entitled to EPF contribution which will be 10% by the employee and 12% by the Board. In addition ETF contribution by the Board will be 3%.
3. Applications must be submitted with the copies of Birth, Educational, Professional, Experience and other relevant certificates. Application with your Bio-Data and details of two non-related referees should be sent by Registered Post to the address given below to receive on or before 25th of January 2021. The post applying should be mentioned **on the top left-hand corner** of the envelope.
4. Applications from candidates in the Government Departments / Corporations and Statutory Boards should be forwarded through their respective Heads of Institutions.
5. Age limit should not be less than 35 years and not more than 55 years.
6. Applications not complying with all the requirements mentioned above will be rejected.
7. Any form of canvassing will be considered as a disqualification.

**CHAIRMAN**

**INDUSTRIAL DEVELOPMENT BOARD OF CEYLON  
615, GALLE ROAD, KATUBEDDA, MORATUWA.**