

**SriLankan Airlines, the National Carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, London and Melbourne. The Airline has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.**

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

## **Finance Supervisor**

The Selected candidate will be authorised to handle all financial functions at the Kuala Lumpur Station.

### **Key responsibilities include:**

- Prepare fortnightly CSR & EBT report for town office & airport office.
- Handle payment process for creditors.
- Prepare monthly station & GSA compliance check list report.
- Handle monthly salary statements & payslips
- Responsible to Prepare monthly submission of staff income tax, EPF & SOCSO
- Prepare staff EA form annually for income declaration on time.
- On- line submission for UL annual tax computation to Inland Revenue Department on time.
- Handle station refund process
- Bank-in, deliver & collect payment to creditors & documents related to SriLankan Airlines

### **The applicants should possess the following minimum requirements**

- Bachelor's Degree with 2 years' work experience in a relevant discipline

**OR**

- SPM (Malaysian Certificate of Education) with minimum 6 credits and 5 years' experience in a relevant discipline.

Be based in Malaysia .

Upper age limit: 40 years as at 09<sup>th</sup> April 2021.

Applications **(with copies of educational/ professional certificates attached)** along with your **contact number** and **e-mail address** should be forwarded to [prathap.balakrishnan@srilankan.com](mailto:prathap.balakrishnan@srilankan.com) on or before 09th April 2021.

### **We are equal opportunity organization.**

Influencing will be a reflection of unsuitability.

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