

Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: www.hayleys.com.

Eco Solutions

Eco Solutions sector of Hayleys Group is a global market leader in innovative eco-friendly retail & industrial Fibre based solutions. We seek an experienced, dynamic, self-motivated individual to join the team for the below position.

EXECUTIVE - ACCOUNTS – HAYLEYS ECO SOLUTIONS GROUP

Job Responsibilities:

- Assisting in preparation of monthly management accounts and maintaining general ledgers.
- Keeping track of assigned accounts to identify outstanding debt, planning course of action to recover outstanding payments.
- Negotiating payoff deadlines or payment plans and Handling questions & complaints.
- Updating account status and database regularly maintaining cash receipts & petty cash.

Candidate Profile:

- Bachelor's degree in Finance or Accounting Management or equivalent qualification from a recognized University or Institute.
- Proven experience as an Accounts Executive, or any other related role would be an added advantage.
- Excellent knowledge of MS Office and familiarity with relevant computer software (e.g. SAP).
- Excellent communication skills.
- Preference will be given who are from Ekala or around proximity.

If you think you have what it takes to be successful in these challenging roles, please apply **via email** to careers@hayleysfibre.com or **click on the flyer to Apply Now**. Pay and benefits of this above position will be competitive and the rewards are performance driven. Hayleys is an Equal Opportunity Employer.

