

# Vacancy for Accountant (Head Office)



## BERENDINA DEVELOPMENT SERVICES (GTE) LTD

### The Organization:

Berendina group is one of the leading poverty alleviation organization in the non-government sector in Sri Lanka. It consists of, Berendina Development Services (Gte) Ltd and Berendina Micro Investments Company LTD.

**Berendina Development Services (BDS)** provides diverse development assistance such as housing, drinking water, sanitation, health, infrastructure development and livelihoods to economically active and inactive poorest segment of the rural and estate population in selected districts. BDS facilitates skill development opportunities and employment for rural and plantation youth. They are encouraged and supported to make effective career choices and develop vocational and professional skills.

**Berendina Micro Investments Company LTD (BMIC)** is a leading microfinance institution focusing on poor with a clientele over 84,000 with an outstanding loan portfolio over 3.1 Rs. Billion. BMIC is the first organisation that received Central Bank Licence for Micro Finance industry in Sri Lanka.

Berendina Development Services (Gte) Ltd seeks a competent and self-motivated person to fill the following position.

## Accountant

Accountant will be based at Head Office in Colombo and may be required to travel to branches when required. The main responsibilities of this position are as follows;

### Key responsibilities:

- ❖ Preparation of monthly and annual financial statements.
- ❖ Liaising with external auditors and tax authorities.
- ❖ Analysing and interpretation of financial information.
- ❖ Review and recommend modifications to improve accounting systems and procedures in the company.
- ❖ Guiding and leading subordinate finance staffs.
- ❖ Preparation of annual Budget.
- ❖ Managing the day to day finance operation of the company.

### Qualifications and Experiences:

- ❖ Fully qualified with a well-recognized professional accounting qualification such as CA, CIMA or ACCA with minimum 1-year post qualification experience. Or partly qualified in CA, CIMA or ACCA with minimum 5-years experience.
- ❖ Graduate in Accounting, finance or similar discipline is an advantage.
- ❖ Should have excellent working knowledge of Microsoft Excel & other MS office applications. Fair knowledge of data analysis and interpretation of financial statements.
- ❖ Sound knowledge in accounting standards (SLFRS).
- ❖ Working experience on Quick Books is an added advantage.
- ❖ Able to work independently with minimum supervision at all times and able to guide and lead subordinate staffs.
- ❖ Fair interpersonal, presentation & communication skills.
- ❖ Candidate should be fluent in English & should have professional report writing skills.
- ❖ Age below 45 years.
- ❖ Women candidates are encouraged to apply for this position.
- ❖ Persons with disabilities are also encouraged to apply for this position.

### SALARY:

Negotiable and market based attractive remuneration package will be offered depending on qualifications and experience. **PLEASE INDICATE YOUR CURRENT SALARY IN THE APPLICATION.**

Berendina offers Health insurance, EPF employer contribution of 15% & ETF and special allowances. The organization also offers career development training opportunities locally and at times internationally.

### How to apply:

Please apply with your comprehensive CV and the contact details of two non-related referees **from your previous employments** to the following address indicating **Post of Accountant** on the top left-hand corner of the envelope OR E-mail to [careers@bds.berendina.org](mailto:careers@bds.berendina.org) indicating **Post of Accountant** in the subject line of the E-mail.

The closing date for applications is 10 days from the published date.

**Head of HR & Administration**  
**Berendina Development Services (Gte) Ltd.**  
**No. 44/3, 03<sup>rd</sup> Floor, Narahenpita Road, Nawala.**  
**E-mail: [careers@bds.berendina.org](mailto:careers@bds.berendina.org)**

**Web: <http://www.berendina.org>**  
**<http://www.jobsberendina.com>**

**Facebook Page: <https://www.facebook.com/berendina.org>**