

IMMEDIATE VACANCY

ACCOUNTS ASSISTANT

We are a public quoted Company, a leading manufacturer and an island wide distributor of superior quality uPVC and PE products, Electrical switches and accessories and are seeking a proactive and dynamic individual to join our team in above position.

The Profile

We are looking for an experienced candidate who can actively support the Finance Department with business accounting functions to ensure the department runs smoothly, ensuring transparency and efficiency in all transactions. Main duties may include assisting with tasks like managing records and organizing reports, performing data entry and scheduling appointments.

The Person

Good track record of secondary education and qualification in AAT or similar professional background
Previous experience in a reputed Audit Firm will be considered a plus
Good computer skills (MS Office)
Proficiency in English
Should be a team player with high level of dedication
Preferably should be below 30 years of age

Location

Base location, Head Office, #312, Nawala Road, Nawala, Rajagiriya

Share your CV with us via, careers@nationalpvc.com



Central Industries PLC (Reg: PQ 121)

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