

Post of Accounts Assistant (Contract Basis) - Faculty of Science

Applications are invited from suitably qualified candidates for the post of Accounts Assistant (Contract basis) to assist the financial management of the Faculty of Science.

QUALIFICATIONS

I. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:

1. Sinhala Language/Tamil Language
2. English Language /English Literature
3. Mathematics

II. And, Should have passed in all subjects at G.C.E. (A/L) examination Commerce Stream (except the Common General Papers) at one sitting.

Preference will be given to those who have the following qualifications in addition to the above qualifications.

- I. Foundation level (CAB I) in Institute of Chartered Accountants of Sri Lanka (CASL) or equivalent qualification.
- II. Member of the Association of Accounting Technician of Sri Lanka (MAAT).

EXPERIENCE: Two years minimum experience in the field of Accounting from a reputed government or private organization.

AGE: Not more than 35 years

SALARY : Rs. 35,000.00+12% EPF and 3% ETF per month

PERIOD: One year contract (Renewable depending on the performance and the need of the Faculty Self-prepared applications including contact telephone numbers together with photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be sent by registered post to reach to "**Senior Assistant Registrar, Faculty of Science, University of Colombo, Thurstan Road, Colombo 03**" or email deans.office@sci.cmb.ac.lk on or before 15th of August 2021. The candidates preferred to send applications by post should indicate the post applied for on the top left-hand corner of the envelope. The Applications where copies of certificates are not attached will be rejected.

Registrar

University of Colombo

Colombo 03