



## **THE ASIA FOUNDATION** *Finance Assistant*

**THE ASIA FOUNDATION** (the Foundation) is a non-profit international development organization committed to improving lives across a dynamic and developing Asia. The Foundation has been working in Sri Lanka since 1954. Please visit our website [www.asiafoundation.org](http://www.asiafoundation.org) for more information on our program portfolio. We are searching for dedicated, highly motivated **Finance Assistant** to join our multi-disciplinary Finance team.

The *Finance Assistant* must have at least two years' experience in a business entity accounting, record keeping and cash handling. Preferable with non – profit sector experience. At least one year audit experience will be an added value. S/He should have a Diploma level accounting qualification or foundation level qualification from a professional accounting body (CA, CIMA, ACCA). The Finance Assistant will be under the supervision of Finance Manager and Finance Officer. S/He will be responsible for the smooth functioning of Finance office activities: knowledge of use of Quick Books (QB); preparing the QB batch; processing payments accurately using an online platform; ensuring timely deposit of cash/checks; correcting coding using the Accounting Handbook; Maintain files of payment vouchers, deposit vouchers, correction entries and Journal entries; update and maintain records of staff advances, coordinating payments with staff and suppliers. Handle any other tasks assigned by Finance Manager/Finance Officer.

The applicant should have a good English proficiency, computer literacy in spreadsheets and accounting software. The individual will be required to work internally with the Finance team, Program and Administration team and externally with banks, vendors and grantees.

Benefits and salary will be commensurate with experience.

**Closing date: 30<sup>th</sup> September 2021**

Interested applicants should submit a cover letter and CV by the closing date to [jobssrilanka@asiafoundation.org](mailto:jobssrilanka@asiafoundation.org) with the position listed in the subject line.

The Asia Foundation is an equal opportunity employer. No phone calls, please. Only shortlisted candidates will be notified.