



## **Agromet Asia (Pvt) Ltd is a diversified BOI approved and ISO certified Company.**

With the rapid expansion of the company operation we are looking for a dynamic individual who can take on the following role;

### **Accountant Assistant**

#### **Job Specifications**

- Age below 30 years
- Part Qualification in AAT
- Strong interpersonal skills with written and verbal communication
- Proficiency in MS office package
- One (01) year Experience will be added qualification
- Experience in Tally ERP will be an added advantage
- Preferable from Colombo area 1-15

#### **Job Responsibilities**

- Passing Basic Entries (Payments, General Ledgers, GRN and PO)
- Assisting to Accountant
- Reconciliation (Bank Reconciliation, General Ledger Accounts, Suppliers and customer Accounts)
- Liaising with Banks, Suppliers and customers
- Involve and prepare the Financial accounts and analyze company overheads and budgets

#### **OUR OFFER**

The selected candidate can look forward to an attractive and negotiable package.

If you consider yourself suitable, you are invited to apply within seven days of this advertisement.

Send your resume with names of two non-related referees and contact number to [hr@agrometasia.net](mailto:hr@agrometasia.net)