

## **Sri Lanka Scout Association**

### **Vacancy for Accounts Assistant**

1. Age below 35 years
2. Part Qualified in AAT/CA
3. Strong Interpersonal Skills with written and verbal communication
4. Proficiency in Microsoft Office APPs and Quickbooks
5. 2 Years experience will be an added advantage
6. Preference will be given to those who are residing in close proximity to Colombo & suburbs

### **Job Roll**

1. Providing financial information to the management by analyzing data and preparing reports
2. Handling Payments, Receipts, General Ledger, PO and GRN)
3. Reconciliation (Bank Reconciliation, General Ledger Accounts, Suppliers and customers)
4. Liaising with Suppliers and Customers
5. Handling Petty Cash

### **Vacancy for Shop Assistant**

1. Age below 45 years
2. Familiar with MS Office, Quick books and Inventory software packages
3. Sound secondary education with good communication skills in Sinhala and ability to read and write in English
4. Experience in Stores Management
5. Should be able to maintain stocks and stock reports
6. Liaising with Suppliers, calling quotations and negotiations
7. 2 to 3 years' experience will be an added experience
8. Preference will be given to those who are residing in close proximity to Colombo & suburbs

Please send your CV to [slsaheadq@gmail.com](mailto:slsaheadq@gmail.com) on or before 31.10.2022