

ACCOUNTS ASSISTANT IOU SETTLEMENT FEMALE (URGENT) PERMANENT POSITION

Vajira House being pioneers in the house construction industry, counting for over a period of 106 years and spanning 5 generations.

We are looking for dynamic individuals who has the ability to undertake below mentioned scope of work.

JOB DESCRIPTION

- Checking accuracy of the bills that are received related to the IOU's and managing the IOU settlements.
- Checking the accuracy of the bills against the GRN's received.
- Preparation of reports on the assigned job scope to the management.
- Maintenance of an accurate data base of the transactions involved in the assigned job role.
- Preparation of ad-hoc reports to the management.

REQUIREMENTS

- Part qualifications in CA Sri Lanka and Full Qualifications in AAT.
- Excellent knowledge of **Excel**.
- Ability to Use the **Quick book Software is mandatory**.
- Minimum experience of 2 years in a similar capacity.
- Familiarity with basic Accounting principles.
- Ability to multitask and remain motivated and positive.
- Commitment to working efficiently and accurately.
- Perform under minimum supervision with high integrity, honesty and transparency.
- Age below 40

* Candidates who can immediately join only are encouraged to apply.

* Salary Rs.45,000/- (Entitled to performance based increments)

* Permanent Position.

* Working Hours (Weekdays 8:30- 17:30 and Saturday 8:30 - 13:30)

* An excellent career with development prospects awaits the successful applicant.

If you are the right person for the above position e-mail your cv to

acc3@vajirahouse.net

or send by post before 20th Oct 2022



BRITISH GOVERNMENT ERA CO.
Vajira House Builders

106 years spanning 5 generations

www.vajirahouse.net No: 23, Deal place A, Colombo 3

