

ACCOUNTS ASSISTANT 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 (Females) who has the ability to undertake below mentioned scope of work.

Job description

- Performing assigned tasks in the accounts department related to voucher maintenance and data entry (Petty cash / Cheque vouchers & IOU's in the Quick Book Data Base)
- Checking of the payments for the Sub-contractors.
- 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 1 year 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.

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

* Salary Rs.45,000/-

* 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 16th February 2022

Vajira House Builders Pvt Ltd

R.A. De-mel Mawatha, No 23, Deal Place A, Colombo 3

Vajira House Builders (Pvt) Ltd.

BRITISH GOVERNMENT ERA CO. SINCE 1916, 106 YEARS 5 GENERATIONS CO.

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