



## **RICHARD PIERIS & COMPANY PLC**

Richard Pieris Group is a highly market driven technology oriented diverse conglomerate engaged in a wide spectrum of businesses including Plantations, Retail, manufacturing of Rubber and Plastic based products, Tyre retreading, Construction, Financial and other services. We believe in attracting and retaining the best talent to ensure continuous growth of our business ventures.

**To support the expansion initiatives we are sourcing,**

### **Account Assistant**

**The selected candidate will be responsible for,**

- Monitoring daily communication and answering any Queries.
- Preparing financial statements and related schedules.
- Checking and making the payments and keep the records properly.
- Invoice processing and filling.
- Processing of payments.
- Passing journal entries and preparation of bank reconciliation.
- Keep the proper recording of Transitions.
- Adhere to other duties and responsibilities imposed by the management from time to time.

**The ideal candidate should possess,**

- Part 1 of AAT or equivalent.
- Experience in the relevant field will be an added advantage.
- Ability work as a part of a team and take direction accurately.
- Competent in IT skills and proficiency with spreadsheet.
- High level of accuracy of work.

**An attractive remuneration package awaits the right candidate  
If you are the best fit for this position, send your CV with the job  
title in the subject heading within 7 days of this advertisement to,  
[careers@arpico.com](mailto:careers@arpico.com)**