



ASSISTANT ACCOUNTANT FEMALE (URGENT) PERMANENT POSITION

Vajira House being pioneers in the house construction industry, counting for over a period of **107** years and spanning 5 generations.

Qualification

- Presenting monthly MIS reports to the management, preparation and lodging of schedules (VAT,PAYE, Annual returns, EPF/PTF Returns) to the statutory authorities in a timely and an accurate manner.
- Preparation of bank reconciliation.
- Timely update and maintain of project profiles, AR and AP.
- Preparation of ad-hoc report to the management.
- Perform under minimum supervision with high integrity, honesty and transparency

Requirements

- Part qualification in ICASL,ACCA or fully qualified in AAT.
- Sound knowledge in MS-Office package.
- **Excellent knowledge of accounting & finance principals with knowledge of QuickBooks accounting software.**
- Minimum 2 years experience
- Computer literacy with sound communication skills.

* **Only shortlisted candidates are encouraged to apply**

* Salary negotiable (Permanent position)

Send your CV with details of non-related referees within 07 days of this advertisement to the following address or email to **careers@vajirahouse.net** indicating the position applied in the subject of the e-mail,

Vajira House Builders Pvt Ltd
R.A. De-mel Mawatha, No 23, Deal Place A, Colombo 3



BRITISH GOVERNMENT ERA CO.
Vajira House Builders

107 years spanning 5 generations

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

