



*If you are proactive, highly motivated, results oriented and ready to embark on a challenging carrier - Come join us*

POST	QUALIFICATIONS & EXPERIENCE	COMPETENCIES REQUIRED
<p><b>Accountant/Assistant Accountant</b></p> <p><b>01 Position</b></p> <p><b>Based in National Headquarters in Colombo</b></p> <p><b>HRM 823</b></p>	<ul style="list-style-type: none"> <li>Part qualification in accounting from a recognized professional accounting body (CA/ACCA/CIMA/CMA/AAT or equivalent)</li> </ul> <p style="text-align: center;"><b>with</b></p> <ul style="list-style-type: none"> <li>More than 03 years of relevant experience</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>Hands on experience in ERP systems will be an added advantage</li> <li>Preferably below 35 years of age</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated professional skills in accounting.</li> <li>Sound knowledge on Accounting Standards, International Procedures and techniques used for maintenance of proper financial records.</li> <li>Practical knowledge on monthly and annual financial reports and consolidation of accounts.</li> <li>Strong monitoring, analytical, interpretation and reporting skills</li> <li>Well-developed liaising and negotiation skills with banks and other external organizations.</li> <li>Computer literacy with excellent working knowledge in computerized accounting systems</li> <li>Excellent communication and interpersonal skills</li> <li>Well-developed language skills in oral and written Sinhala/ Tamil and English</li> </ul>
<p><b>Book Keeper</b></p> <p><b>01 Position</b></p> <p><b>Based in National Headquarters in Colombo</b></p> <p><b>HRM 824</b></p>	<ul style="list-style-type: none"> <li>Part qualification in accounting from a recognized professional accounting body (CA/ACCA/CIMA/CMA/AAT or equivalent)</li> </ul> <p style="text-align: center;"><b>with</b></p> <ul style="list-style-type: none"> <li>More than 02 years of relevant experience will be preferable</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>Hands on experience in ERP systems will be an added advantage</li> <li>Preferably below 35 years of age</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated professional skills in accounting.</li> <li>Sound knowledge on Accounting Standards, International Procedures and techniques used for maintenance of proper financial records.</li> <li>Practical knowledge on monthly and annual financial reports and consolidation of accounts.</li> <li>Strong monitoring, analytical, interpretation and reporting skills</li> <li>Well-developed liaising and negotiation skills with banks and other external organizations.</li> <li>Computer literacy with excellent working knowledge in computerized accounting systems</li> <li>Excellent communication and interpersonal skills</li> <li>Well-developed language skills in oral and written Sinhala/ Tamil and English</li> </ul>

**General Requirements**

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews;

Please email your applications to: [jobs@redcross.lk](mailto:jobs@redcross.lk) OR post to Director General, Sri Lanka Red Cross Society, No. 106, Dharmapala Mawatha, Colombo 07 on or before 04.05.2021 (HRM823/HRM824).