

# ACCOUNTS ASSISTANT 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  
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 candidate for the position please e-mail your cv to  
acc3@vajirahouse.net or post on or before the **14<sup>th</sup> June 2023**, to

Vajira House Builders Pvt Ltd

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

**Tel: 0112 577191 / 0112 577192**



**BRITISH GOVERNMENT ERA CO.**



**Vajira House Builders**

107 years spanning 5 generations

[www.vajirahouse.net](http://www.vajirahouse.net) No: 23, Deal place A, Colombo 3

