



We are looking for enthusiastic individuals with excellent analytical and problem-solving abilities to support the Finance department as

ASSISTANT MANAGER – FINANCE & ACCOUNTING

RESPONSIBILITIES

- Assist in managing day-to-day operations of the finance department. This includes accounts payable/receivable, general ledger, financial reporting, business planning, budgeting, taxation, and fixed assets.
- Prepare accurate and timely financial reports including monthly, quarterly and annual statements.
- Support the Head of Finance in developing and implementing financial policies, procedures, and controls.
- Assist in the preparation of tax schedules, payments and return submissions.
- Preparation of financial forecasts as well as budgets.
- Monitor and analyze financial data to identify areas of improvement and provide recommendations for cost reduction and revenue enhancement.
- Collaborate with internal stakeholders to ensure compliance with financial regulations and internal policies.
- Coordinate with external auditors during the annual audit process.
- Stay updated on industry trends, best practices and regulatory changes related to the finance operation.

REQUIREMENTS

- Bachelor's degree from a recognized university in the field of management/accountancy/business administration.
- Passed finalist of a professional accounting body such as ICASL/CIMA/CMA/CPA/CFA.
- Proven experience (3+ years) in finance operations in a similar role.
- Expert knowledge of the principles and practices of financial management.
- Proficiency in financial software and MS Office applications with advanced skills in MS Excel.
- Detailed oriented with a high-level of accuracy.
- Strong organizational and time management skills.
- Communicational and interpersonal skills.
- Ability to work both independently and collaboratively in a team-oriented environment.

If you feel that you measure up to our expectations, apply in confidence by email or post, within seven (07) days of this advertisement, providing contact details of two non-related referees and indicating the position applied for, in the subject line or top left corner of the envelope.



Head of Group Human Resources
D P Logistics (Pvt) Ltd.
No. 941, Pannipitiya Road, Pelawatta,
Battaramulla.



Email: careers@dplcom.com