

# ACCOUNTS ASSISTANT

## MALE / FEMALE

### PERMANENT POSITION

Vajira House being pioneers in the house construction industry, counting for over a period of **108** years and spanning 5 generations

We are looking for dynamic individuals 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 person for the above position e-mail your cv to [careers@vajirahouse.net](mailto:careers@vajirahouse.net) or send by post before 16<sup>th</sup> February 2024



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



108 years spanning 5 generations  
**No: 23, Deal place A, Colombo 3**

