

WE ARE HIRING

ACCOUNTS ASSISTANT

IDEAHUB LEISURE

About Us :

Idea Hub Leisure is the parent company behind the celebrated Sea Salt Society, The Bungalow Galle Fort, and Crab and Co. restaurants. Renowned for creating exceptional dining experiences along the South Coast, we are on the lookout for an Accounts Assistant to bolster our finance team during an exciting period of growth.

Location :

Position based at our head office in Galle or Colombo, subject to the company's operational requirements.

The Role :

As a key member of our finance department, you will report directly to the Head Accountant and contribute significantly beyond routine accounting tasks. Your role will encompass a range of financial management activities, from pre-opening setups of new venues to in-depth financial analyses that inform strategic decisions. Your adeptness at cost control will ensure the financial health of our operations, allowing us to continue providing unparalleled dining experiences.

Key Responsibilities :

- Engage in financial preparations and setups for new restaurant launches, ensuring a solid financial foundation from the onset.
- Conduct thorough financial analyses to guide the executive team in making informed strategic decisions.
- Oversee daily accounting operations, including but not limited to ledger maintenance, invoice processing, and payroll.
- Collaborate with the Head Accountant to produce accurate and timely financial reports and forecasts.
- Implement and monitor cost control measures to optimize financial performance across all locations.
- Liaise with various departments to ensure financial practices are aligned with operational needs.
- Facilitate and manage financial audits and compliance activities in accordance with legal and company standards.
- Be prepared to travel as needed to our restaurant sites for financial oversight and support, with comprehensive travel expenses covered by the company.

Qualifications :

- Age under 35 years.
- A minimum of 3 years of experience in the hospitality sector, particularly in hotels and restaurants.
- Bachelor's degree in Accounting, Finance, or a related field.
- Proficiency in QuickBooks, restaurant POS systems, and advanced Excel skills.
- Exceptional analytical skills with a strategic mindset.
- Strong communication skills and the ability to work collaboratively within a team.

We Offer :

- A competitive salary of Rs.50,000 commensurate with experience.
- Attractive year-end bonuses.
- Comprehensive travel compensation, including meals and accommodations as needed.
- Significant opportunities for professional growth within a rapidly expanding company.
- A full-time role within a supportive and dynamic team environment.

Join Our Team:

If you have a passion for the restaurant industry and a knack for financial management, we'd love to hear from you. Join us at Idea Hub Leisure and contribute to the continued success of our esteemed dining establishments. Apply today to take the next step in your career with a company that values innovation, excellence, and its people.

Send us your CV : hr.ihtcsl@gmail.com