



# ASSISTANT ACCOUNTANT

## PERMANENT POSITION

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

### Qualification

- Presenting monthly MIS reports to the management, preparation and lodging of schedules (VAT,PAYE, Annual returns, EPF/PTF Returns) to the statutory authorities in a timely and an accurate manner.
- Preparation of bank reconciliation.
- Timely update and maintain of project profiles, AR and AP.
- Preparation of ad-hoc report to the management.
- Perform under minimum supervision with high integrity, honesty and transparency

### Requirements

- Part qualification in ICASL,ACCA or fully qualified in AAT.
- Sound knowledge in MS-Office package.
- **Excellent knowledge of accounting & finance principals with knowledge of QuickBooks accounting software.**
- Minimum 2 years experience
- Computer literacy with sound communication skills.

\* **Only shortlisted candidates are encouraged to apply**

\* Salary negotiable

Send your CV with details of non-related referees within 14 days of this advertisement to the following address or email to [careers@vajirahouse.net](mailto:careers@vajirahouse.net) indicating the position applied in the subject of the e-mail,

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



**BRITISH GOVERNMENT ERA CO.**

SINCE  
1916

**Vajira House Builders**

108 years spanning 5 generations

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

