

# WE ARE HIRING!

## Accounts Executive/ Assistant Accountant (Kadawatha)

**Cloud Telecom Solutions Ltd** is a UK-based Telecommunication service provider, looking for people who are dynamic, motivated, innovate, creative with very good interpersonal and leadership skills to fulfill requirements of the following position.

### Job Responsibilities:

1. Monitoring and answering finance & billing any queries of customers.
2. Preparing statutory accounts.
3. Ensuring payments, amounts and records are correct.
4. Working with spreadsheets, sales and purchase ledgers and journals.
5. Recording and filling cash transactions.
6. Controlling credit and chasing debt.
7. Invoice processing and filling.
8. Processing expense requests for the accountant to approve.
9. Preparing P&L, Balance sheets.
10. Liaising with third party providers, clients and suppliers.
11. Updating and maintaining procedural documentation.
12. Work in a collaborative team environment.
13. Excellent business communication skills in English.
14. At least 3 years' hands on experience.

### Qualifications:

1. Degree from a recognized university in Accounting/Management.
2. Full/part qualified in CA/ACCA/CIMA or AAT
3. Excellent knowledge in Final Accounting and Auditing
4. Strong analytical skills to evaluate financial data and make recommendations.
5. Competent IT skills and administrative skills.
6. High level accuracy.
7. Trustworthy and discreet when dealing with confidential information.
8. Ability to work as part of a team and take directions accurately.

**PLEASE DO NOT APPLY IF YOU DO NOT HAVE  
MINIMUM 02 YEARS (plus) EXPERIENCE &  
EXCELLENT ENGLISH COMMUNICATION SKILLS.**

To apply, please send your CV to [hr@cloudtelekom.co.uk](mailto:hr@cloudtelekom.co.uk) and use the job title as the e-mail subject.