



SINCE 1934

Hettigoda Group, the leading Ayurvedic product manufacturing and marketing organization certified with ISO 9001, 14001, 22000, 45001, HACCP, SLS & GMP standards with a strong presence in both Health Service and Leisure Sectors in Sri Lanka with the vision of providing authentic Ayurveda based products and services that lead to happier, healthier and naturally longer lives, while propagating the values of Ayurveda across the globe.

ASSISTANT ACCOUNTANT- FIXED ASSETS, INVENTORY & INSURANCE

Key Responsibilities

- Overall responsibility for the timely renewal of insurance policies of the Group, Handling the claim process of the insurance, Arranging the fixed asset verification of the Group, Record keeping of the fixed asset & calculation & update of the depreciation of the Fixed Assets.
- Preparation of the Capital Budgeting of the Group
- Overall responsibility for the inventory handling of the Group
- Ensure timely updates of all transactions relating to the inventory.
- Coordination with stores, Internal Auditing, Information Technology and other departments & placing a proper inventory management system in the Group Arrange the monthly, Annual & surprise inventory counting of the Group
- Preparation of inventory variance, Near expiry and obsolete inventory reports and update the ERP system.
- Assisting with the implementation of the ERP system.

Requirements

- Full/Partly qualification of any professional accounting body.
- Degree from a reputed university in Sri Lanka.
- 2-3 years of experience in a manufacturing company is a must.
- 2-3 years experience in an Audit firm is an added advantage.
- Good team player.
- Ability to work with minimum supervision .
- Ability to work long hours & Saturday when required.
- Proficiency in Excel, Word and ERP systems.
- Prior experience in handling Group insurance.

Forward your CV with a recent passport size photograph, including 02 work related referees within 07 days of this advertisement quoting the reference No. S/HR/ 284

GROUP HUMAN RESOURCES MANAGER – HETTIGODA GROUP

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