

WE ARE HIRING



ACCOUNTS EXECUTIVE

JOB SPECIFICATIONS & PROFILE

- Intermediate level qualification in CA / CIMA / ACCA or, Degree in Finance / Accounting from a recognized University or institution
- Work experience of 01 year, in an Audit Firm or Corporate Sector
- Prepare monthly accounts and bank reconciliations
- Invoicing customers & forwarding the invoices to the customers
- Preparing the relevant journal entries, correction errors and passing them based on approval
- Updating & maintaining the asset register of the Company
- Updating the ledger accounts to maintain the financial records of the Company
- Reconciliation of the foreign currency invoices based on student's payments

We invite you to forward your resume, with the contact details of two non-related referees to careers@iihe.lk mentioning the position applied for, in the subject line of the email.

We will correspond only with applicants shortlisted for interviews.

WHY WORK WITH US ?

IIHE is now aggressively expanding its portfolio to many programmes and we are in the lookout of professional and qualified visiting lecturers to provide an extraordinary learning experience, support and guide students.

ABOUT OUR COMPANY

Imperial Institute of Higher Education (IIHE) is one of Sri Lanka's leading private tertiary educational institutes. Since commencing its operations in 1996, IIHE has grown into a knowledge conglomerate and currently offers undergraduate & postgraduate qualifications from various Universities across the globe along with a wide range of professional development programmes.

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