

Trans Aus Group

We seek the services of a qualified Assistant Accountant/Book-Keeper to work full-time/part-time for our organisation, which operates in Colombo 05. You can work from home to deliver the duties under this role. You must be a mature person and possess some kind of accounting qualification, such as an AAT.

Work Involved

1. Preparing Trial Balance and Financial statements for a small entity
2. Prepare expenditure analysis.
3. Reconciliation of inter-company accounts between two entities
4. Prepare final accounts to be handed over to the Auditors.
5. Prepare commission reconciliations on a regular basis.

We need a dedicated and trustworthy person to undertake these activities. It is essential that the right candidate possesses the following.

1. minimum of 4 years of accounting/Bookkeeping experience
2. Part/fully qualified in accounting with exposure to accounting software such as QuickBooks, Zero, MYOB, etc
3. Reasonable knowledge of written and spoken English
4. Attention to detail.
5. Prompt availability and reliability
6. Good knowledge of Excel and communication via electronic media

We will pay above the current market rate for the right candidate.

Apply, providing three Non-related referees from previous Employers, together with your CURRENT and EXPECTED remuneration within 7 days of this advertisement to:

careers@transausmigration.com.au