



We are a leading Company engaged in importing, whole sale & retail trading of tiles, bathware & accessories.

ACCOUNTS ASSISTANT - COLOMBO **(IMMEDIATE EMPLOYMENT)**

We are in the process of seeking a competent and committed individual for the above mentioned position.

Key Responsibility

- Handling Account payables & payments.
- Preparation of relevant schedules for payments.
- Preparation of bank reconciliations.
- Maintaining files including filling of general ledger, journal vouchers, invoices, receipt, banking statement, account payable documentation & miscellaneous fillings.

Key Requirement

- Previous experience in accounting
- Fully or part qualification in accounting
- Sound Knowledge in ERP System
- Age below 35 years

All applicants should send their CV's with details of two non-related referees within 07 days of this advertisement to hr@wpc.lk stating the post in the subject line or to the below address mentioning the post applied on the top left of the envelope .

HR Manager

W. Punchibanda & Company (Pvt) Ltd
No.549, Sri Sangaraja Mawatha,
Colombo-10
Email : hr@wpc.lk

