

We Are  
Looking  
For...



# ACCOUNTS ASSISTANT

As one of the leading manufacturers & distributors in the country, we immediately recruit the following qualified females who are interested in job training in the field of accounting or a job in the field of accounting to fill the above vacancies in the accounting field.

## THE IDEAL CANDIDATE SHOULD,

- Bachelor's Degree in Finance/Accounting or Part qualification in AAT/CIMA/HNDA or any other similar qualification
- Age between 20 - 30 years.
- Passed G.C.E. A/L in Commerce Stream.
- Knowledge of basic accounting methods.
- Minimum of 02-year work experience in Accounting, Auditing or finance in the commercial sector.
- Computer Literacy. (A hand on experience in Quick Book & the knowledge of excel/word will be an added advantage)
- Working knowledge in English.
- Speed & Accuracy.
- Good Team Player.
- Be able to work under minimum supervision and to meet deadlines.

## JOB PROFILE,

- Writing checks, Maintaining payment vouchers and Accounting
- Maintaining creditor ledgers, Sales commissions, Employee payroll, etc
- Engaging & managing the day-to-day affairs of Banks & other financial institutions. (Cash / check deposits or withdrawals, submission of financial documents, etc.)
- Pay utility bills and maintain related files.



**(Salary + Overtime Allowance & Permanent Service with EPF / ETF)**

*Within 14 days of the publication of this advertisement, all applicants should send their job application with details of two non-relatives.*

✉ **Work Place**  
Panda Plastic (PVT) Ltd,  
No:260/A/06,  
Baddegoda,  
Bandaragama

☎ **Tele:No**  
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