

# CA



THE INSTITUTE OF  
**CHARTERED ACCOUNTANTS**  
OF SRI LANKA

# MANAGEMENT ASSISTANT

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka), is a leading professional organization which supports over 6000 Chartered Accountants. The Institute provides insight and leadership to the accountancy and finance profession locally and globally.

The Institute is seeking an outstanding, result oriented and energetic person with a high level of responsibility, dedication, competence, confidence, drive and adaptability to take over the above position.

## **REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE:**

- Completion of GCE 'A' Levels, preferably supplemented by vocational / technical qualification in secretarial practice
- Minimum of 2 years' experience in a similar capacity
- Computer literacy in MS Office package and the ability to use Internet and Email
- Fluency in English both in oral and written forms is essential
- Ability to work under minimum supervision and meet deadlines
- Be a self-driven, target oriented person with sound PR and interpersonal skills
- Be a good team player and a fast learner

Qualified applicants meeting the required attributes are requested to send a detailed Curriculum Vitae together with contact details of two non-related referees to the address given below or e-mail to [careers@casrilanka.org](mailto:careers@casrilanka.org) within 14 days from the advertisement date. Please indicate the position applied for on the top left-hand corner of the envelope or in the subject field of the e-mail.

Any form of solicitation will lead to disqualification. Only short-listed candidates will be contacted by CA Sri Lanka.

**Head of Human Resource**

**The Institute of Chartered Accountants of Sri Lanka**

**30A, Malalasekera Mawatha, Colombo 07**

**Email: [careers@casrilanka.org](mailto:careers@casrilanka.org)**

**[www.casrilanka.com](http://www.casrilanka.com)**