

We are looking for

# ACCOUNTS ASSISTANT

 Full Time

 Colombo

## SF GROUP (Pvt) Ltd

Sun Finance Group has been Hitting the top of Europe's fastest growing fintech companies for two years in a row! The Group is expanding its operations in South-East Asia and reached Sri Lanka. It provides instant and premium financial solutions in response to the everyday immediate financial needs of the Sri Lankans under the brand name Fino.lk. We are in search of an energetic and hard working person to join our finance Department as an **Accounts Assistant**

### JOB RESPONSIBILITIES

- Bookkeeping
- Maintaining an accurate database of transaction
- Handling accounts payable, receivable and reconciliations
- Assisting in preparation of monthly accounts and reports
- Assisting in maintaining tax related documents
- Providing necessary support during financial audits.
- Coordinating with other departments and providing necessary support when required from the finance department
- Preparation of Ad-hoc reports to the management.

We offer competitive salary based on candidate's profile and dynamic work environment. If you are ready to take the next step by joining our multinational company, please send your CV to [hr@fino.lk](mailto:hr@fino.lk) by indicating the applying position on the subject line on the email.

### THE PERSON

- Experienced in a similar job role for a minimum of 1 year
- Completed or partly qualified in AAT
- Knowledge in accounting package QB will be an advantage
- Sound knowledge of MS Office
- Ability to work under minimum supervision

