

# WE ARE HIRING!



## ASSISTANT MANAGER – REPORTING

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**Union Assurance** is a leading corporate and the fastest growing entity in the Life Insurance industry backed by the strength and stability of John Keells Holdings PLC, one of Sri Lanka's largest conglomerates. For the 9th consecutive year, the company has received the GPTW certification as a 'Best Employer Brand,' and in 2020 was awarded the 'Global Employer Brand' by the World HRD Congress.

### Principle Accountability

- Assist the Reporting Associate in the preparation of all statutory reports.
- Assist in Annual report generation process as required by the Manager.
- Responsible for preparing Quarterly and Monthly financial statements along with Manager.
- Assist the Manager in Group level reporting, IRCSL reporting, Central bank reporting, and other regulatory filings.
- Ensure that all financial records and reports are accurate and comply with all applicable accounting standards, tax laws, and regulations.
- Maintain and update all financial records and reports in a timely and accurate manner.
- Assist in the audit process by preparing necessary documents and providing support to auditors.
- Ensure that all regulatory filings are completed on time and accurately.
- Assist in the implementation of process improvements to streamline reporting processes.
- Support the Head of Reporting in the preparation of other statutory reports and presentations.
- Coordinating/guiding finance team members in resolving day to day matters associated with ERP software (SAP).

### Candidate Profile

- 3 - 5 years of relevant experience in a similar role, preferably in the insurance industry.
- Bachelor's Degree in Accounting or Finance from a recognized university.
- Professional qualification in CASL/ACCA/CIMA.
- Knowledge of accounting principles and regulatory requirements is essential.
- Understanding of statutory reporting.
- Proficient in Microsoft Office applications, particularly Excel and financial planning software.

**The selected candidates for the above positions will be entitled to an attractive remuneration package. Applicants who are interested are encouraged to send the CV to [careers@unionassurance.com](mailto:careers@unionassurance.com)**