

CA



THE INSTITUTE OF
CHARTERED ACCOUNTANTS
OF SRI LANKA

EXECUTIVE COORDINATOR - EDUCATION

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is a world-class professional body which takes pride in being the change makers of Sri Lanka's dynamic Accounting arena. For over 60 years, the Institute has been the vanguard in developing the Accounting profession locally, while also playing an impressive role regionally and internationally. CA Sri Lanka has produced over 7,500 members and is today identified as the preferred destination for Accountancy education in the country.

CA Sri Lanka is seeking dynamic individuals with a high level of commitment, competency and dedication to join our CA team.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE:

- A degree in Business, Accounting, or a related field from a recognized Institute.
- Proficiency in MS Office with 2 – 3 years of experience in a similar capacity.
- Strong organizational and administrative skills along with excellent communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Ability to coordinate with internal and external stakeholders.
- Knowledge of the operations of the education sector will be an added advantage.

DUTIES AND RESPONSIBILITIES

- Assist in the planning, coordination, and delivery of training and educational programs.
- Provide administrative support to the Education Division, including scheduling, record keeping, and report generation.
- Coordinate with students and external stakeholders to ensure timely delivery of student support activities.
- Assist in the development and maintenance of study materials and other resources.
- Respond to student inquiries and provide support to ensure a positive student experience.
- Assist in the organization of events and initiatives to promote CA Sri Lanka's education programs.

The successful candidate will be offered a competitive remuneration package on par with industry standards together with other fringe benefits.

Qualified applicants meeting the required attributes are requested to send a detailed Curriculum Vitae together with the contact details of two non-related referees to the address given below or e-mail to 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 canvassing will lead to disqualification, and only short-listed candidates will be contacted by CA Sri Lanka.

Head - Human Resource

The Institute of Chartered Accountants of Sri Lanka

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Email: careers@casrilanka.org