



ITX360

ITX360 (Pvt) Ltd, subsidiary of Expolanka Holdings Limited is a technology solutions company focused on providing both local and international markets with 360° innovative enterprise solutions and services in automation, Cloud, ERP, Network and Systems Infrastructure, Software development, Information security and managed IT across all industries for any scale of business. We are currently in the process of expanding our footprint globally across all sectors and we are on the lookout for dynamic individuals to join our team as;

Accounts Assistant – Accounts Receivable

Requirements

- Partial Qualification in ACCA/CA/CIMA or equivalent Accounting/Finance-Related Qualification
- Minimum 1 year of experience in finance
- Excellent communication and interpersonal skills
- Cargowise ERP experience would be an added advantage
- Proficiency in financial software and MS Office, particularly Excel
- Attention to detail and a high level of accuracy
- Ability to work well in a team and meet deadlines
- Knowledge of accounting principles will be an added advantage
- Candidates residing in Colombo or suburbs are encouraged to apply

Job Role

- Responsible for following up the debtors pertaining to local and foreign customers.
- Actively engage in weekly debtors meeting of relevant clusters and follow up regarding corrective action to be taken on overdue invoices
- Ensure the customer outstanding dues are within the approved credit limits while escalating and implementing control measures as and when required.
- Support the supervisor in credit authorization through the system for customers assigned.
- Ensure adherence to the Service Level Agreements (SLA), Standard Operation Procedures (SOP), Company Policies and compliance procedures pertaining to the tasks assigned.
- Preparation of ad hoc and periodical reports to the management.
- Maintaining a sound relationship with customers and internal stakeholders.
- Focusing on innovation to improve the efficiency of AR and related processes.

Please email your CV to careers@itx360.com with the names of two (2) non related referees. The "Subject" column of the email should carry the post. Correspondence will only be with the short-listed candidates.