

**Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation &
Community Infrastructure**



**SRI LANKA TEA BOARD
SHORT TERM ASSIGNMENT – Accountant**

The Sri Lanka Tea Board, the apex body of the Tea industry in Sri Lanka is looking for a dynamic and result oriented individual temporary as Accountant on Assignment Basis for Period of 06 months.

Work to be assigned for the Accountant (Assignment Basis)

- I. Checking all Bank Reconciliation and daily banking
- II. Handling and supervising tax matters
- III. Checking CPC and subsidy payments
- IV. Checking regional office payment
- V. Checking Journal Entries
- VI. Monitoring income and loan receivables
- VII. Monitoring sales counter activities
- VIII. Monitoring Fixed Asset Register
- IX. Evaluate & improve Internal Control Procedure

Qualification & Experience

- a). A Degree from a recognized University preferably in Accountancy, Commerce and at least Three (03) years post qualifying experience in public or reputed private sector organization.
- OR
- b). Licentiate/ Intermediate Examination of the Institute of Chartered Accountants or Stage I & II of the Chartered Institute of Management Accountants and at least Three (03) years post qualifying experience in public or reputed private sector organization.

Computer literacy and English Knowledge are essential

Remuneration: All inclusive Assignment remuneration of Rs.441,000/= for 06 months which will be disbursed based on the work done basis. (Monthly payment Maximum Rs 73,500/-, daily payment all inclusive of Rs 3500/=).

Selection Procedure:

Selection will be done after calling applications through a Web advertisement followed by a structured interview conducted by the Sri Lanka Tea Board.

APPLICATIONS

Applications should be sent with copies of educational and professional qualifications and experience under registered cover indicating the post applied for on the top left hand corner of the envelope to reach the under mentioned address or email to sltbadmin@purecevlontea.com. on or before **01st November 2024**.

DIRECTOR GENERAL
SRI LANKA TEA BOARD
574, GALLE ROAD,
COLOMBO 03