



Plastica International PVT LTD

CMI

Ceylon Meditech Industries

We are a well-established group of companies in Sri Lanka since 2012 obtained WHO_GMP/ISO certification for manufacturing diagnostic medical devices in Sri Lanka and manufacturing technical products to the export market. We are looking for competent, dynamic individuals for below mentioned position to our medical devices manufacturing facility and Head office located in Malabe, Colombo.

Post of Assistant Accountant - Female

Responsibilities

- Keep accurate records for all daily transactions
- Prepare balance sheets, Record accounts payable, accounts receivable and Process invoices
- Update internal ERP systems with financial data and prepare monthly, quarterly, annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Handling of tender Documents
- Handing of SVAT documents, credit vouchers and uploading relevant details to the IRD system
- Plan, manage, and oversee all elements of accounts Department
- Prepare monthly management accounts and the necessary financial reports for the directors

Requirements

- Degree/Diploma/Certificate course in Finance, Accounting or Economics
- 2 to 3year experience as a Finance Officer
- Knowledge of IRD RAMIS system
- Advanced MS Excel skills
- Knowledge on financial regulations
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

Preference will be given to the candidates living close to Malabe, Athurugiriya, Battaramulla, Kaduwela areas

Please email your Resume to hr@plasticalk.com with two nonrelated referees within 7 days from this advertisement along with a recent photograph.

Manager Administration Plastica
International PVT LTD

Head Office –No 221/3, kahanthota Road Malambe

Contact: 0742901445 / 0112877557

www.plasticalk.com