



**JOIN THE BEST  
BE THE BEST**

## **Accounts Assistant**

**SEASONS**  
OF CEYLON



### **Duties and responsibilities**

- Keeping accurate records for all daily transactions and update internal system with financial data.
- Supporting to month end accounting activities and other adhoc activities
- Monitor bank deposits and payment reconcile the bank statement
- Reconciling daily, monthly and yearly transaction
- Preparing financial documents such as invoice, bills and accounts payable & receivable
- Assist the preparation of budgeting forecasting and business strategies
- Any other duties implemented by management in time to time

### **Qualification & Experience**

- Preferred female candidate
- Fully qualification in AAT/CMA or executive Level - 1 in CA
- Minimum 02 years' experience in similar capacity
- Good communication skills in English both writing and spoken
- Should be computer literate MS Office and prior working experience in accounting packages is an added advantage
- Should be a fast learning, self-motivating
- Applicant from close to Kottawa, Pannipitiya, Homagama, Athurugiri are preferred

**Apply Now**

**Email - [info@wwc.world](mailto:info@wwc.world)**

**Worldwide Commodities Pvt Ltd**  
**No. 35/3, Athurugiriya Road, Rukmale, Pannipitiya**