

Assistant Manager - Finance / Accountant (Head Office - Nawala)



Berendina is a group of company consists with companies as Berendina Miro Investment Company Limited (BMIC) and Berendina Development Services (Gte) Limited (BDS). Berendina Development Services (Guarantee) Limited is committed towards alleviating poverty among vulnerable and marginalized communities in Sri Lanka. Its vision is to create an empowered equitable society where poverty does not exist. Berendina Development Services (BDS) work area: Anuradhapura, Batticaloa, Kegalle, Mullaitivu, Nuwara Eliya and Trincomalee Districts as well as estates in Nuwara-Eliya District. BDS assists marginalized communities including vulnerable men and women, widows, elders, persons with disabilities and youth to overcome poverty. The assistance offered are grant-based in the areas of livelihood, water, sanitation and hygiene, housing, health, community infrastructure development, youth skill development, school development and civic engagement as well as CSO strengthening. BDS annually supports over 25,000 families across the operating districts.

We seek proactive and self-motivated individuals who has professional commitment and ability to work in a challenging environment to fill the above vacancy.

Job Profile:

Assistant Finance Manager / Accountant is responsible for the Accounting, taxation, and financial reporting (Statutory & Internal) of BDS in accordance with policies, and procedures. Laws and regulations such as applicable accounting standards, company's policies and procedures, Inland Revenue Act, Companies Act and NGO secretariat regulations. The Position is responsible for managing the accounting team in the Head Office. He/she will report to the Head of Finance.

Key Responsibilities:

- Ensure adherence to the organization's accounting policies and procedures, and compliance with relevant standards. Timely preparation and presentation of monthly and weekly financial statements to management.
- Implement robust internal controls for accurate financial reporting.
- Reconcile general ledger with sub-schedules and third-party documents. Provide accurate information to external and internal auditors for audit fieldwork.
- Accurately compute and provide all provisions in financial statements as per regulations.
- Monitor payroll processing and ensure timely payments with internal control checks.
- Coordinate preparation of annual statutory financials and assist in external audits. Identify and recommend improvements to the Accounting/ERP system.
- Develop required reports for accurate financial reporting and mitigate risks. Provide necessary system training to Accounting staff end users.
- Assist in the preparation of annual budgets and strategic plans.
- Develop trends and projections for the firm's finances and manage cash flows optimally. Advise on long and short-term investment alternatives.

Qualifications and Experiences:

- Fully or part qualified with a well-recognized professional accounting qualification such as ICASL, CIMA or ACCA. Passed finalists also encouraged to apply.
- Minimum 3 years of work experience in a similar capacity.
- Graduate in Accounting, finance or similar discipline is an added advantage.
- High level of competency in MS Excel.
- Excellent knowledge of data analysis and interpretation of financial statements.
- Sound knowledge in accounting standards (SLFRS / LKAS).
- Good knowledge in local industry relevant taxation.
- Ability to work independently and able to guide and lead subordinate staffs.
- Self-motivated and can work independently to meet strict deadlines.
- Should be fluent in English – proficiency in Sinhala/Tamil would be an added advantage.
- Age below 40 years.

We are an organization who promote/practice gender equality and encourage gender who meet necessary criteria to apply. People with disabilities are also encouraged to apply.

SALARY:

Ne Negotiable and market based attractive remuneration package will be offered depending on qualifications and experience. **PLEASE INDICATE YOUR CURRENT SALARY IN THE APPLICATION.**

Berendina offers Health insurance, EPF employer contribution of 15% & ETF and special allowances. The organization also offers career development training opportunities locally and at times internationally.

Please apply with your comprehensive CV and the contact details of two non-related referees **from your previous employments** to the following address indicating the position applied for on the top left hand corner of the envelope OR email the applications to careers@bds.berendina.org Please indicate the position title in the subject line of the e-mail. Closing date for applications is 10 days from the published date.



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