



JOIN OUR TEAM

ASSISTANT ACCOUNTANT

Imperial Institute of Higher Education (IIHE) is a private tertiary educational institution in Sri Lanka, providing affordable undergraduate and postgraduate education for local students who are unable to enter state universities or pursue higher education overseas. IIHE's interactive learning culture emphasizes group learning and projects, producing professionals with ethical and moral commitment to the corporate environment and society at large.

We are looking for a self-motivated and resourceful individual to join our dynamic Finance team in the above vacancy.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Full or part qualification in CIMA/CASL/ACCA.
- Minimum of 5 year's experience in a similar capacity.
- Proficiency in interpreting and analyzing financial statements and periodicals.
- Strong multitasking abilities with a commitment to achieve results.
- Exceptional leadership skills and effective communication abilities.

DUTIES & RESPONSIBILITIES

- Assist in the preparation of financial reports such as monthly and annual financial statements and budget performance.
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.
- Ensure that vendor payments are made, based on the terms and conditions that have been negotiated.
- Liaising with external auditors and providing them with information that is required to finalize the annual audit.
- Liaising with Tax consultants, the Inland Revenue Department, and Banking Institutions.
- Ensure that regulatory payments are done properly.
- Ensure compliance with applicable standards (i.e. SLAS), rules, regulations, and systems of internal control.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Liaising with the partner universities and institutes, regarding the student registration fee payments and corresponding with same to resolve issues related to the invoices.
- Managing and resolving any student inquiries related to fee payments.
- Preparing the costs for new programs introduced to the institution.
- Overlooking the work done by the subordinates, guiding the subordinates by coordinating activities and answering questions i.e. vendor payments, lecturer fee payments, etc.
- Providing information required by the Chairman/Board of Directors to make any strategic decision.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Reinforce financial data confidentiality and conduct database backups when necessary.

Please send in your detailed CV within 7 days, including the names of two non-related referees and their contact telephone numbers, indicating the post applied for on the e-mail subject line to: careers@iihe.lk