



**BOGAWANTALAWA**  
CLIMATE POSITIVE AND BEYOND

## ACCOUNTS ASSISTANT

Bogawantalawa Tea Ceylon (Pvt) Ltd., is a leading global marketer of world-renowned teas. With a view to expanding our international footprint we continuously seek to employ professionals with strong business acumen and dedication to excel.

We are presently seeking a dynamic and energetic young individual who aspires to a career in Finance, to join us immediately at our processing center in Welisara.

### THE JOB INCLUDES

- Preparation of payment vouchers, cheques & fund transfers accurately.
- Entering payable invoices and vouchers into the system and maintaining accurate balances in the payable ledger.
- Communicating with suppliers and other external parties.
- Valuating Goods Receiving Notes (GRNs).
- Maintaining a tax schedule.
- Maintaining prepayments and accrual schedules.

### APPLICANT PROFILE

- G.C.E. advanced level.
- Part professional qualification in CA/CIMA/ACCA or similar qualification.
- Two to three years' experience in a similar capacity in a manufacturing environment with exposure to best finance practices.
- Excellent knowledge in MS Office and effective communication skills in English.
- A pleasant, methodical, and organized personality with a willingness to learn.

Residing in or around Kelaniya, Kadawatha, Ragama or Ja-Ela areas and having a prior working experience in a computerized finance environment will be a definite advantage.

### REMUNERATION

An attractive performance-driven remuneration package will be on offer to the selected candidate. Applicants should forward their CV with a recent colour photograph, and details of two non-related referees within 10 days of this advertisement to [careers@bogawantalawa.com](mailto:careers@bogawantalawa.com)

**Bogawantalawa Tea is the World's First Climate Positive Tea company. We are for diversity, equity and inclusion and are an equal opportunity provider.**

General Manager - Human Resources,  
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