



Browns

A Heritage of Trust

JOIN THE DYNAMIC TEAM OF Browns

Browns is one of the largest diversified conglomerates in Sri Lanka, which manages a fast growing and valuable portfolio of brands across several key industry sectors, such as automotive; power generation; agriculture; pharmaceuticals; investments; marine and manufacturing. Being in existence for over 149 years, the Company is built upon a strong foundation of strength, driven by a vision and a will to succeed. We are looking for a self-motivated, result-driven individual with a proven track record to join our Browns Group.

Cashier

Finance Job Responsibilities

- Handling day-to-day front office cashiering functions.
- Ensuring cash is collected accurately and petty cash bills are paid promptly.
- Entering petty cash payments into the system and carrying out reimbursements.
- Visiting the bank to encash petty cash cheques.
- Maintaining the cash register, reconciling cash and processing entries for each transaction.
- Ensuring daily banking of cash and cheques.
- Monitoring and ensuring receipt functions of the organisation.
- Assist the Brand Marketing team in carrying out BTL activations and events.

Business Process Job Responsibilities

- Cash Customer Debtor Analysis.
- Ensuring IDST is cleared.
- Help Desk - attending to customer statement inquiries, follow-ups and reports.

Qualifications:

- GCE Advance Level Examination.
- Part qualified in CA / Member of AAT.
- Proficiency in MS Excel.
- Good communication and interpersonal skills.
- Should be able to work under pressure and with minimum supervision.
- Good team player.

If you wish to apply for the above post, please forward your CV to us within 7 days of this advertisement.

E-mail: recruitment@brownsgroup.com

Human Resources Department

Brown & Company PLC

34, Sir Mohamed Macan Markar Mawatha, Colombo - 03

Tel: 0112 663 000