

ACCOUNTS EXECUTIVE



Key Duties & Responsibilities

- Ensure appropriate accounting policies are applied during the preparation of yearly and monthly accounts.
- Supervise daily operations within the scope of accounts receivable and accounts payable
- Authorize and oversee the processing of pre-requisition order within set standards
- Collaborate with accounts and finance manager to ensure smooth running of an organization's accounts department
- Assist accounting managers in the preparation of annual budgets and income-expenditure patterns
- Oversee the collection, deposit, and reconciliation of bank funds and accounts
- Ensure timely preparation and submission of VAT and other tax returns
- Provide customer support services and assist in the resolution of customer complaints or problems in payments.
- Maintain useful financial information regarding projected outturns and budget variances
- Ensure compliance with statutory accounting standards and audit practices
- Conduct monthly management checks and audit trials in order to maintain an efficient financial system
- Prepare and present regular accounting reports to the management accountant to update them on company financial progress
- Ensure accruals and prepayment concepts are applied to processed transactions
- Process payments and financial documents such as invoices, statements, and vouchers

Requirements

- Proven experience in Accounts Executive or similar role
- Solid knowledge of basic and advanced accounting and financial principles and practices
- Excellent knowledge of cost accounting and reporting
- Excellent knowledge or risk analysis, budgeting and forecasting
- Working knowledge of financial software, ERP and MS Office is must to apply for this post
- Analytical mind with aptitude in math
- Excellent communication and presentation skills
- A problem-solver with attention to detail
- Organizational and leadership skills
- Part or full qualification in accounting, finance or similar field
- Relevant certification (e.g. AAT, CIMA, CMA or CGMA) will be preferred

The successful candidate would be offered with a competitive remuneration package on qualification and work experience.

If you possess the above requirements, please send your CV with name and contact details of two non-related referees within 14 days to careers@agc.lk

Whatsapp Number :- 0763651954.