



# WE ARE HIRING ACCOUNTANT

(Location - Panadura)

## Responsibilities

- ✓ Preparation of financial statements, monthly Management Accounts, budgets, cash flows and ad-hoc reports timely.
- ✓ Liaising with debtors, creditors, with regard to day to day operation of the company.
- ✓ Handling Tax administration matters including the RAMIS system and submission of tax returns online.
- ✓ Make sure all payments are in order and adhere all the payment follow with clear guidance, approval, explanation, before release and keep records appropriately.
- ✓ Handle Cash Management, Banking Transaction, & reconciliation of Accounts.
- ✓ Record & maintain all financial transactions accurately in the accounting systems, ensuring timely updates & data integrity.

## Qualifications & Experience

### *Qualification 01 or 02 below*

- 01.** Bachelor Degree Finance/Account or relevant professional qualification (AAT, Fully or part qualified CA/ACCA) with 2 years post qualified experience. Strong Knowledge in Quick Book or any other accounting package and MS Office.
- 02.** 5 years + experience in similar position.  
Knowledge in Quick Book or any other accounting package and MS Office.

An attractive remuneration package awaits the right candidates.

Please forward your CV together with recent photograph indicating the post applied for & contact details with the names & addresses of two non-related referees within 07 days of this advertisement by e-mail to [hr@nb.lk](mailto:hr@nb.lk)

**For more details – 076 926 1738 / 038 223 7555**

**Namal Balachandra (Pvt) Ltd**  
**No.394/A, Galle Road,**  
**Panadura**

