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HAYLEYS FENTONS LIMITED

Founded in 1919, Hayleys Fentons Limited is one of Sri Lanka's first engineering companies. As the No.1 Solar EPC and MEP contractor in the country, the company has over 100 years of engineering excellence. Its key specializations include Solar, Wind and Utility Projects, Mobility Solutions, ICT Systems, Electrical and Lighting, Fire Safety, Air Conditioning and Ventilation, Plumbing and Gas, Security and Communication, Audio-Visual Integration, UPS and Battery Backup, Facilities Management, Architectural Drawings and 3D Visualization, Industrial Accessories Trading and Hydro Solutions. Renowned for innovation and exceptional client service, the company's main aim is to provide sustainable and innovative engineering services for a better life.

Accounts Clerk

The ideal candidate will be detail-oriented, organized, and committed to maintaining accurate financial records while supporting the organization's daily accounting functions.

Key Responsibilities:

- Assist in preparing and maintaining financial records, ledgers, and accounts.
- Process invoices, receipts, and payments promptly and accurately.
- Reconcile bank statements and monitor account balances.
- Support month-end and year-end accounting procedures.
- Maintain proper documentation and filing of financial information.

Candidate Profile:

- Passed GCE A/L in Commerce stream or holds an equivalent professional qualification.
- Basic knowledge of accounting principles and bookkeeping.
- Proficiency in MS Office; experience with accounting software will be an advantage.
- Strong numerical skills, with a high level of accuracy and attention to detail.
- Good communication and organizational skills.
- Ability to maintain confidentiality and work with minimal supervision.

If you think you have what it takes to be successful in this challenging role, please apply via email to careers@hayleysfentons.com indicating the position applied for on the subject line of the email.

Hayleys is an Equal Opportunity Employer.

