



WE ARE JUST NOW! HIRING!

Accounts Assistant

About Us

Leopard Trails is seeking a dedicated and detail-oriented Storekeeper cum Accounts Assistant to manage inventory and financial transactions at our safari lodge in Yala / Wilpattu. This role requires accuracy, efficiency, and the ability to work independently.

How to Apply:

Interested candidates should send their CV along with two non-related references to hr@leopardtrails.com and follow up via WhatsApp at **+94 070 566 5544**

Salary: Negotiable based on experience and qualifications.

Key Responsibilities:

- Handle the monthly inventory and stock management of hotel supplies.
- Conduct stock-taking and purchasing of required supplies.
- Maintain accurate records of inventory, invoices, and petty cash transactions.
- Prepare and send daily summary reports to the directors and Head Office.
- Assist with data entry and financial reporting using QuickBooks and Microsoft Excel.
- Ensure compliance with internal financial procedures and controls.
- Coordinate with suppliers and vendors for stock procurement.
- Support the accounting team with general bookkeeping tasks.

Job Specification (JS):

Qualifications & Experience:

- AAT Level 2 qualified or higher.
- Minimum of 2 years of work experience in accounts and storekeeping within the hotel sector.
- Proficiency in QuickBooks and Microsoft Excel is essential.
- Passed A/L in Commerce stream.

Skills & Competencies:

- Strong organizational and time-management skills.
- Ability to work independently with minimal supervision.
- Good analytical and problem-solving skills.
- Excellent communication skills in English & Sinhala (written and spoken).
- Attention to detail and accuracy in financial reporting.

Other Requirements:

- Age: 25 – 35 years.
- Gender: Male candidates preferred.

 **Location:** YALA / Wilpattu.

 **Company:** Leopard Trails (Pvt) Ltd.

www.leopardtrails.com

Join us and be part of an exciting adventure in luxury safari experiences!