



JOIN A CHALLENGING CAREER

Rhino Roofing Products Ltd., is the undisputed leader in the Sri Lankan Hardware and Construction Industry that has been active for over six decades. The Company continues its journey by developing, manufacturing and marketing leading brands for both Sri Lankan and global markets while empowering sustainable development for the environment, people and products.

Accounts Assistant

- Location: - Head Office at No.752, Baseline Road, Colombo 09

Key Responsibilities

- Prepare monthly and weekly **Debtors Statements** and circulate to relevant customers and internal departments
- Handle **Debtors Settlement** entries through fund transfers, bank deposits, and cheques collections
- Ensure accurate posting of settlements into the accounting system.
- Draft and prepare **operational-related letters**, confirmations, internal memos, and finance-related communication

Qualifications & Requirements

- **AAT (Partly or Fully Qualified) or Diploma / Certificate in Accounting or Finance**
- Commerce or Accounting background in school is an added advantage.
- **1–2 years of experience** in accounting, preferably in Accounts receivable
- Good knowledge of **MS Excel**
- Ability to work under pressure and meet deadlines
- Freshers with internship experience can also apply

Forward your CV to vacancy@rhino.lk

