"BE PART OF A WINNING TEAM"

Softlogic Retail (Pvt) Ltd, a fully owned subsidiary of Softlogic Holdings PLC, is a leading partner for many of the world's leading Consumer Electronics and Furniture Brands in Sri Lanka. Softlogic's extensive retail and distribution network comprising of over 230 showrooms located islandwide has made its retail chain a natural choice for customers in Sri Lanka. Softlogic Retail has an enviable range of international brands in its portfolio such as Panasonic, Samsung, Dell, Candy, Nokia, Apple, Acer, Xerox to name but a few and also carries its own private label brands such as Softlogic Prizm, MAXMO & Softlogic Furniture.

While benchmarking a strong presence, we place a high emphasis on instilling employees with integrity professionalism and pro-activeness while creating a highly competent workforce. As a member of the Softlogic Group, you will have invaluable scope for career advancement as well as the opportunity to follow your passion amongst seasoned professionals in their respective industries.

ACCOUNTS ASSISTANT

Responsibilities

- Perform three-way matching through the system (Supplier Invoice, Purchase Order, and GRN).

- Coordinate with outlets regarding supplier invoices that are not received or not cleared.

- Support team members in resolving unmatched invoices.

- Ensure effective support to the accounting function by providing timely and accurate assistance.

- Assist with documentation and other finance-related activities as required.

Requirements

- G.C.E. A/L in the Commerce stream (school leavers are encouraged to apply).

- Part qualification from a recognized accounting body will be an added advantage.

- Self-motivated individual with the ability to work with minimum supervision.

- Flexible and adaptable to a dynamic working environment.

- Positive attitude with a strong "can-do" mindset.

- Ability to work collaboratively with multiple operational functions to support the team.

- Candidates residing in Colombo are encouraged to apply.

For those who are interested please forward your CV with two non-related referees to **careers@softlogic.lk** Please state the job code and the position applied for on the subject column of the email.

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