

Career Opportunities with **VISION CARE GROUP**

ACCOUNTS ASSISTANT

We are currently seeking a dynamic and detail-oriented individual to join our Finance Department as a **Accounts Assistant**.



Key Responsibilities

- Assist in the preparation and maintenance of financial records and reports
- Sales invoice processing and debtor follow-ups
- Process vendor payments and customer receipts
- Handling inventory with update ERP and physical count
- Handling petty cash
- Keep accurate filling
- Coordinate with other business functions.

Candidate Profile

- Successfully passed the G.C.E. A/L examination in the Commerce stream with a minimum of three passes.
- Currently pursuing a qualification in accounting will be an added advantage.
- Excellent attention to detail and organizational skills.
- Good communication and interpersonal abilities.
- A positive attitude with a willingness to learn.



Send your CV to careers@visioncaresl.com with the subject "**Application for Accounts Assistant**".

Vision Care Optical Services (PVT) LTD
No 505, Union Place, Colombo 02.