



LEEDS
INTERNATIONAL SCHOOL

Send your CV to
headoffice.careers@leeds.lk

with the subject
"Accounting/Audit Assistant – Head Office".

Tel : 038 224 5322

Join Our Team

Accounting/Audit Assistant

Leeds International School, a leading network of 17 branches dedicated to academic excellence, is seeking Accounting/Audit Assistants to join our dynamic Head Office team based at Panadura.

Key Responsibilities

- Assist in daily accounting functions, including data entry, reconciliations, and financial reporting.
- Support internal audit processes to ensure compliance with policies and procedures.
- Prepare and maintain accurate financial records and reports.
- Assist with tax, payroll, and other statutory requirements.
- Collaborate with finance and audit teams to enhance efficiency.

Requirements

- Part qualification in CA/CIMA/ACCA or a Diploma in Accounting/Auditing.
- Minimum 1–2 years of experience in a similar role (school or corporate sector preferred).
- Strong knowledge of accounting principles and financial regulations.
- Proficiency in accounting software and MS Excel.
- Attention to detail and excellent analytical skills.
- Ability to work independently and meet deadlines.
- Ability to visit other branches for work purposes.