



Finance Assistant - Invoicing

Delmege is a conglomerate in Sri Lanka that has etched a long legacy of intense values amongst multiple sectors. As part of the culture, the Group constantly strives to maintain a dynamic, robust, and customer-centric environment to ensure business growth across all Business Units. The group is currently involved in the businesses of Lifestyle, Consumer, Healthcare, Insurance, Shipping, Aviation and Travel, and Manufacturing. We are seeking meticulous and experienced individuals to join our finance team as Finance Assistant - Invoicing

Key Responsibilities:

- Generate invoices accurately and on time for goods and services provided.
- Verify billing information against purchase orders, contracts, and delivery records.
- Facilitate preparation and posting of Credit notes
- Update customer billing information in the accounting software/system.
- Maintain and organize invoicing records for audits and compliance purposes.
- Respond to customer inquiries related to invoices, payments, and discrepancies.
- Coordinate with internal teams to resolve billing issues.
- Ensure invoices comply with company policies, tax regulations, and industry standards.
- Prepare and submit periodic reports on invoicing and receivables to management.

Ideal Candidate Should Possess:

- Passed G.C.E. Advanced Level, Commerce or Mathematics stream would be a definite advantage.
- Following academic or professional qualifications in Accounting or Finance.
- Prior experience in invoicing, billing, or related finance roles will be an added advantage.
- Ability to manage time effectively and meet deadlines.

An attractive remuneration package with perquisites awaits the right candidate.

Please send your CV with the names and addresses of two non-related referees to careers@delmege.com with the post applied marked clearly in the subject line to reach us within 10 days of this advertisement.

DELMEGE FORSYTH & COMPANY LIMITED,
No. 101, Vinayalankara Mawatha, Colombo 10.