



## SENIOR ACCOUNTS ASSISTANT

### Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

### The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications, ethics and with outstanding communication skills for the post of **Senior Accounts Assistant**. The successful candidate will report to the **Management Accountant** and be responsible for tasks optimizing the productivity of the company.

### KEY RESPONSIBILITIES INCLUDE:

- Timely generation of invoices in respect of all the airlines and other customers.
- Carry out quantity reconciliations based on each business unit.
- Check and reconcile daily cash collections from each business unit-based sales reports.
- Timely reconciliation of sales with system reports and cash collections (including credit cards)
- Carry out credit card reconciliations.
- Preparation of sales summary report.
- Maintain daily approved cash floats.
- Preparation KOT analysis and reconcile the discrepancies in a timely manner.

### PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Minimum 04 years or more experience in Finance.
- Fully or part qualification in CA, CIMA, ACCA.
- A Degree/ Advanced Diploma (03 years) in Accounting, Finance or similar discipline from a recognized university would be an added advantage.
- 02 years' audit experience from a reputed audit firm is mandatory.
- High level of IT literacy including sound knowledge in MS Office, Excel and PowerPoint.
- Credit Passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- Excellent oral communication skills, interpersonal skills, leadership skills, problem solving and analytical Skills.
- Sound planning and organizing skills coupled with a methodical approach to work.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to [careers@srilankancatering.com](mailto:careers@srilankancatering.com) including 2 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Human Resources & Administration Manager  
SriLankan Catering Limited  
PO: Box: 07  
Airline Centre, Bandaranaike International Airport  
Katunayake.

Please visit us on [www.srilankancatering.com/careers](http://www.srilankancatering.com/careers) for more details