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British Way[®]
English Academy

Accounts Assistant

📍 **NITTAMBUWA / KURUNEGALA**

KEY RESPONSIBILITIES

- **Daily Income Collection** - Collect and accurately record daily income from various sources.
- **Depositing and Recording of Funds** - Ensure timely deposit of funds into the appropriate accounts and maintain accurate records of all transactions.
- **Main Handling of Petty Cash** - Oversee the distribution and reconciliation of petty cash and bank reconciliation, ensuring all expenditures are properly documented.
- **Monitoring and Recording Petty Cash Floats across Branches** - Keep track of petty cash allocations and usage across multiple branches, ensuring compliance with company policies.

REQUIREMENTS

- Full or part qualification in AAT or a Diploma in accountancy
- Have Advance level qualification in the stream of commerce
- Minimum one year experience in a similar capacity
- Have working experience with QuickBooks or any other ERP system will be an added advantage
- Audit firm experience (in Audit or Secretarial sector) will also be an added advantage.
- Good computer literacy and proficiency in Excel & fair knowledge in English language



Please forward your CV, mentioning the position applied for "**Accounts Assistant - BRANCH**"

vacancy.britishway@gmail.com