

Alumex PLC

Established in 1988, Alumex PLC is a subsidiary of Hayleys PLC and has been a leading force in Sri Lanka's aluminum industry. Our manufacturing facilities are located at the Lindel Industrial Estate in Sapugaskanda, Makola and Minuwangoda Road Ekala. Alumex specializes in the development and production of aluminum extrusions, serving a diverse range of applications. Our unwavering commitment to excellence has positioned us as the market leader, distinguished by our exceptional product range. We are proud to hold licenses for manufacturing Aluminum Profiles for global brands and have earned ISO 9001:2015, ISO 45001:2018, ISO 14001:2015 and SLSI certifications, attesting to our commitment to quality. In the dynamic landscape of Sri Lanka's construction industry, Alumex has emerged as a fast-growing corporate entity. We are now poised for further expansion, both locally and beyond. We are currently inviting applications from qualified candidates to join our team and fill the following vacancy our manufacturing facility at at Minuwangoda Road, Ekala.

Accounts Assistant

Job Summary.

Responsible for reporting of all financial information to Head office Finance Department including verifying and providing production information of the factory operations while managing the petty cash transaction in Manufacturing Plant at Ekala.

Key Responsibilities:

- Monitoring accounts payable.
- Handling petty cash reimbursement.
- Maintaining proper records and filling.
- Verifying the financial and non-financial information by liaise with production team in order to report to Head office.
- Reporting monthly work in progress production information to Head office.
- Preparing monthly cost center reports.
- Assisting to the financial operations activities.

We seek a dedicated, result oriented young individual with good communication skills and sound personal attributes for the aforementioned position.

The suitable candidate should be possess

- Good results in G.C.E (O/L) & (A/L).
- Should have professional part qualification in CA Sri Lanka – Executive Level or AAT.
- Exposure to computerized accounting application packages and ERP systems.
- Prior working experience in an accounting department of the manufacturing industry will be a distinct advantage.
- Sound knowledge in MS Office package especially in MS Excel and Word.

The remuneration package for the above position is very competitive and the rewards are performance driven. If you think you have what it takes to be successful in this challenging role, please apply within 07 days of this publication by email to hrd@alumexgroup.com or by post to **Deputy General Manager – HR and Admin, Alumex PLC, Pattiwila Road, Sapugaskanda, Makola** indicating the position applied for on the subject line of the email or on the top left corner of the envelope. Influencing will not have any bearing on the selection process, which is merit based. Hayleys is an Equal Opportunity Employer.

