



DESIGN YOUR **DREAM CAREER**

LANKATILES is the market leader in the designing, manufacturing & selling of Ceramic tiles to the Local & Export Markets. Consequent to expanding market opportunities, we require a dedicated & detail oriented Accounts Assistant to join our dynamic finance team at the head office.

ACCOUNTS ASSISTANT (BANKING/ TREASURY SUPPORT)

Key Responsibilities

- Handling primary banking activities, including coordination with banks.
- Preparation and monitoring of bank reconciliations on a timely basis.
- Processing bank transfers and Supporting LCs, bank guarantees, and other banking documentation (if applicable).
- Assisting in treasury-related activities.

Preferred Qualifications

- Part-qualification or qualification in accounting or finance (e.g., AAT, CA/CIMA/ACCA or relevant diploma/degree) is an advantage.
- Minimum 1 year of experience in a reputed company in accounting/finance roles, preferably with banking responsibilities.
- Basic knowledge of financial reporting (Profit & Loss, Balance Sheet, and Cash Flow).
- Basic working knowledge of any Accounting ERP system (SAP / SAP HANA) is an advantage.
- Good knowledge of Microsoft Office, especially Excel and Word.
- Attention to detail and ability to meet deadlines.
- Good communication skills (written and verbal).
- Ability to work independently and as part of a team.

An attractive remuneration package awaits the right candidate.



LANKATILES
Fine Living Redefined