



# Accounts Executive

A Leading Hardware distribution company situated in Kiribathgoda, Makola is seeking a detail- oriented and candidates to join our finance team.

## Responsibilities:

- Prepare journal entries and reconcile accounts, ensuring accuracy and completeness.
- Assist with accounts payable and accounts receivable functions.
- Process invoices and expense forms.
- Update financial data in databases to ensure that information is accurate and immediately available when needed.
- Handle general administrative tasks such as filing, answering phones, and responding to emails.
- Assist with payroll preparation and administration.
- Help with financial audits and compliance activities.
- Preparing the VAT schedule.

## Qualifications:

- Preferably a graduate or part qualified in (AAT, CA, CIMA, ACCA) or related field.
- Proven 2, 3 years' experience as an Accounts assistant or in a similar role.
- Proficiency in Excel and accounting software.
- Strong attention to detail and excellent organizational skills.
- Good understanding of accounting principles and regulations.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Results & Self Driven Person
- Age between 25-45 years

## Benefits:

- Competitive salary commensurate with experience.
- Opportunities for professional development and growth within the company.

**Please submit your resume with non-related referees- WhatsApp 077 7310458 or Mail- [careers@rathnagroup.lk](mailto:careers@rathnagroup.lk)**