

ACCOUNTS ASSISTANT

We are in search of result oriented dynamic individuals with a positive attitude & a keen eye for career development to join our team.

Key Responsibilities

- Maintaining accounting records and related documents.
- Maintaining and handling petty cash payments
- Prepare bank reconciliations and any other ad hoc reports.
- Handling day to day payments of the company.
- Preparing financial documents (invoices, credit bills, supplier & customer reports, payable & receivable reports and expenses reports)
- Prepare monthly, quarterly management and other reports (if required)
- Liaise with IRD and handle tax matter, other statutory needs and audits.
- Provide administrative support to ensure efficient operations within the company.

Requirements

- Degree in business management/finance accounting or related field.
- Part qualification in CA/ACCA/CIMA
- Minimum one years (01) experience in similar capacity.
- Hands on experience in accounting software.
- Ability to work independently and under pressure.
- Maintain consistency, focus, high level of accuracy, sense of confidentiality, efficiently and attention to detail.
- Good work ethics and ability to work long when required.
- Fluent in English & Sinhala.
- Age below 25 years

The selected candidate is assured of an attractive remuneration package. Send your detailed resume to careers@dtech.lk along with contact details of two non-related referees within 10 days of this advertisement.