

# WE ARE HIRING

## Accounts Assistant

Head Office

Agarapatana Plantations PLC

Agarapatana Plantations PLC, a leading plantation company in Sri Lanka, is seeking a dynamic and detail-oriented individual to join our Finance Division at the Head Office as an Accounts Assistant

### Key Responsibilities:

- Assist in maintaining the general ledger and financial records
- Preparing VAT input and output schedule
- Handle invoice processing, petty cash, and bank reconciliations
- Ensure timely data entry and accuracy in accounting systems
- Assist in audits and compliance documentation

### Qualifications & Requirements:

- Passed GCE A/L in Commerce stream
- Part qualification in AAT/ICASL/CIMA/CMA or equivalent
- Minimum 1-2 years of experience in a similar role (plantation sector experience will be an advantage)
- Proficiency in MS Office and accounting software (e.g. ERP)
- Good analytical, communication, and organizational skills
- Age below 30 years

If you are interest, please send your detailed CV with contact details of two non related referees to [mithila.rajapaksha@lankemplantations.lk](mailto:mithila.rajapaksha@lankemplantations.lk) within 7 days of this advertisement.