

VACANCY

AUDIT ASSISTANT

Sri Lanka's Largest Government Owned Retail Chain

Purpose of Lanka Sathosa

- Provide products at affordable prices with good quality for a larger consumer community in a respected manner.
- Serve as a place for SMEs to sell their products without any hassle.
- Connect farmers with traders with minimal restrictions.
- Be an organization with a culture driven by the highest integrity, supporting all its stakeholders to achieve their objectives, including employees.

Job Role

- Attend and assist in auditing company outlets, assessing operational efficiency, adherence to policies, and financial accuracy.
- Organize and update audit files, working papers, and supporting documentation to ensure accuracy, completeness, and easy retrieval during audits.
- Collect, review, and verify financial and operational data from various sources, ensuring compliance with organization's policies, procedures and internal controls.
- Assist in drafting audit reports, summaries, and internal correspondence, presenting findings clearly for management review.
- Act as a point of contact between the audit team and other departments, responding to queries, coordinating document submissions, and facilitating smooth audit processes.
- Support in identifying discrepancies, operational gaps, or compliance issues and escalate significant findings to senior auditors or management.
- Perform other duties as assigned by the Head of the Department.

Qualifications :

External Candidates:

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Subjects of Sinhala/Tamil and Mathematics **And** Having passed three subjects (other than the General paper) at the G.C.E. (A/L) Examination.
- Undergraduates also encourage to apply (A bachelor's Degree in Finance , Accountancy, Commerce or any other Degree relevant to the audit field)

Age : Should be not less than 18 years and not more than 45 years.

Salary Code & Scale : (Salary Code MA 1-2 - 2025 and Salary Scale Rs.(46,220/= - 10 x Rs.540/= - 7x Rs.630/= - 12x Rs.1,080/= - 12 x Rs.1,280= - Rs. 84,350/=)

Salary & Other Allowance 2026 : Basic Salary: 43,312.00 and Cost of Living: 17,800.00

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

The Ideal Candidates should also:

- Have experience in a reputed commercial or Multinational organization in the similar capacity.
- Have excellent analytical, Problem solving and organizing skills.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate good IT skills.

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

If you have the right qualifications and experience, please submit your CV with copies to email address

vacancies@lankasathosa.org within 10 days of this advertisement. (The post applied should be indicated in the Subject line of the email) **(The organization will correspond only with the short listed candidates)**