

Ranked among the Top 15 Largest IATA accredited Travel Agencies with decades of experience in the leisure and travel industry. Working closely with major Airlines and Star Class Hotels in giving our customers service excellence.

We are looking for self-motivated, energetic individuals to join our team of dedicated professionals as...

ACCOUNTS ASSISTANT - MALE

JOB REQUIREMENTS:

- Passed G.C.E. Advanced Level in Commerce Stream with a Credit pass in Accounting
- Part qualification in AAT or similar will be an added advantage.
- Minimum 1 year experience in accounts field in an audit firm or commercial organization
- Proficient in Microsoft Excel & other Ms Office tools
- Sound knowledge to work with accounting software (Tally/ Quick Book or similar) will be an added advantage.
- Advanced communication skills in both Sinhala & English.
- Age below 25 years
- Ability to take responsibility and meet deadlines, both individually and as a team.

**JOIN
US**

**WE ARE
LOOKING
FOR
YOU**

JOB RESPONSIBILITIES:

- **Handling branch accounts at head office**
- **Handling company procurements as per the company procurements policy**
- **Handling sales promotion stock & stationery stocks**
- **Preparation of cheque payments if necessary**
- **Handling WHT certificates based on fixed deposits**

Attractive remuneration package awaits the right candidate.

Please Email your CV with a current photograph within 14 days of this advertisements, with names and contact numbers of two non-related referees.

careers@boctravels.com