

## 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 procuments 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](mailto:careers@boctravels.com)**