

Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: [www.hayleys.com](http://www.hayleys.com).

### **HAYLEYS ADVANTIS LIMITED**

Hayleys Advantis Group, the transportation, logistics and aviation arm of Hayleys PLC with over 60 years of industry presence, is a pioneer in providing end-to-end logistics solutions, representing some of the World's foremost shipping lines, freight forwarders and the largest air express transportation company. The Group also represents some of the world's leading passenger and cargo airlines and specializes in travel agency services. Today Advantis controls a truly international network offering and is fast becoming the undisputed leader in the areas of integrated logistics, freight management, marine services, terminals & engineering operations, airport services, aviation supply services, outbound travel services and other travel related services.

### **ADVANTIS FREE ZONE**

Advantis Free Zone operates as an International Logistics Hub in Sri Lanka, focused on adding value to global and regional supply chains. We encapsulate the expertise and experience accumulated over 60+ years in the field of supply chain management, 3PL and value-added services, brought together under one roof to offer a comprehensive global and regional distribution, storage and value-added services hub, based in Sri Lanka.

### **JUNIOR EXECUTIVE - FINANCE**

#### **Job Responsibilities**

- Review invoices with appropriate supporting documents prior to obtain approval from signatories
- Handle company petty cash, miscellaneous cash collection on daily basis
- Coordinate with Financial shared service to arrange the payments
- Prepare supplier reconciliation with vendor statements
- Invoices and general ledger data feed to ERP
- Assist to finalise Accounts Payable, prepayment and accrual entries at the month end
- Prepare all statutory dues of tax schedules in compliance with the statutory regulations
- Prepare necessary account reconciliation and audit schedules in a timely manner by ensuring all accounting entries are posted in proper manner
- Maintain the Asset registry
- Assist to prepare balance sheet reconciliations and handle audit queries related to the division

#### **Candidate Profile**

- 6 passes at GCE or London O/L with "C" pass for Mathematics.
- Minimum 2 passes for A/L's OR successful completion of UGC approved A/L equivalent foundation course
- Bachelor's Degree (Preferable in Finance) or an equivalent Part Qualification in Professional Examination – CA/CIMA/AAT/ACCA
- Minimum of 1-year relevant experience in accounting field.
- Good command of English both written and verbal.
- Sound knowledge of Microsoft Office packages.
- Sound knowledge in SAP will be definite advantage

If you think you have what it takes to be successful in this challenging role, please click on "**Apply Now**". Pay and benefits of the above position will be competitive, and the rewards are performance driven.

Hayleys is an Equal Opportunity Employer

