



# JOIN THE **LOLC** WORLD

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## **Officer – Finance Operations** **LOLC Motors Limited- Gothatuwa**

### **The Role**

An excellent opportunity exists for a young, dynamic, and results-oriented individual to join our team as an **Officer – Finance Operations**. The selected candidate will have the chance to work in a challenging environment while contributing to the company's growth.

### **Key Responsibilities**

- Manage petty cash transactions and maintain accurate records.
- Perform cashiering duties, including processing customer payments and issuing invoices.
- Authorize gate pass issuance, ensuring passes are released only upon job completion.
- Collect, verify, and properly file gate pass documents issued by security for record-keeping purposes.
- Maintain comprehensive documentation related to insurance, mechanical repairs and vehicle gate pass registers.
- Prepare detailed handover reports for fleet management, intercompany transactions, and other company invoices.

### **Personal and Skills Profile**

- Should possess G.C.E. Advanced Level
- Should be partly qualified in any of professional accounting field such as, ICASL or AAT
- 1–3 years of experience in cashiering, accounting, or a similar role.
- Basic knowledge of written & spoken English and must be computer literate (MS Office)
- Preference will be given to those who are with high interpersonal skills and a team player who can work well with the team.
- Willingness to work extended hours when required.

Please forward your Curriculum Vitae including two non-related referees to [careers@lolc.com](mailto:careers@lolc.com) within 10 days of this advertisement.

