

# WE ARE HIRING!

U. W. Sumathipala & Sons is a well-known conglomerate in Sri Lanka with an extensive portfolio of diversified businesses. Our subsidiaries are professionally managed, high-performing, socially responsible, and deliver superior value to the markets that they serve. U.W. Sumathipala & Sons has several other strategic investments and alliances in several key sectors of the Sri Lankan economy.

We are looking for a hands-on operations support professional to oversee petty cash, attendance, and regional administrative processes while ensuring accuracy, compliance, and smooth day-to-day operations.



## ADMIN CLERK / OFFICER

### DUTIES AND RESPONSIBILITIES

- Managed regional petty cash for the Galle region and maintained accurate financial records.
- Monitored staff attendance for the Galle region, including overtime (OT) calculations and reporting.
- Maintained and regularly updated running charts and operational records.
- Administered center-level petty cash and prepared monthly petty cash reports for submission.
- Marked, tracked, and monitored center attendance records.
- Processed and maintained utility bill payments for all Southern Region centers.
- Handled rental payments and maintained proper documentation for regional centers.
- Prepared and managed duty rosters for regional office staff.
- Maintained proper books and records related to utility bills and rental payments.
- Recorded and maintained running charts, including breakdown reports for the Maintenance and IT departments.

### THE IDEAL CANDIDATE SHOULD POSSESS

- Candidate must be currently residing in the Galle area.
- G.C.E. Advanced Level (A/L) in Commerce or a related stream.
- Part qualification in Accounting (e.g., AAT / CA / CIMA – part qualified) will be an added advantage.
- Minimum 1–2 years' experience in a similar administrative or accounts support role.
- Good working knowledge of MS Excel and MS Office applications.
- Good communication and coordination skills.

### WHAT WE OFFER

- An attractive & competitive remuneration package with fringe benefits.
- Exposure to diverse industries and corporate functions.
- A supportive and collaborative working environment.
- Opportunity for professional development and career development.



**SUMATHI HOLDINGS (PVT) LTD**

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**SUBMIT YOUR CV**

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