



Job Advertisement: Accounts Assistant for Colombo & Kurunegalle Branch

Job Responsibilities:

- Maintain financial records and accounting entries
- Handle accounts payable and receivable
- Prepare invoices, vouchers, and bank reconciliations
- Assist in preparing financial reports
- Support the finance team with daily accounting tasks

□ Requirements:

- Minimum 1 year experience in a similar position
- GCE Advanced Level (A/L) qualification
- Part qualification or certification in accounting (e.g., AAT, CA, CMA or equivalent)
- Good knowledge of basic accounting principles
- Computer literacy (MS Office, especially Excel)
- Familiarity with accounting software will be an added advantage
- Strong attention to detail and organizational skills
- Age between 18 – 35 years

□ We Offer:

- Attractive salary package
- Professional working environment
- Career development opportunities

If you are interested, please forward your curriculum vitae along with the contact details of two non-related referees to

hr.pandatrainig@gmail.com/whatsapp 0742027354