VACANCY

Sri Lanka Institute of Biotechnology (Pvt) Ltd is a fully government owned private company for research and development including biotech related manufacturing processes. We are looking for dedicated personnel to be a part of our team for immediate employment.

Finance Assistant

Qualifications Required:

- Part Qualification in a Finance, Accounting related degree or a related diploma
- AAT part qualification or related financial course certifications would be an added advantage

Experience:

- 1 year of experience working in a Finance team
- Experience in managing shared mailboxes and responding to queries
- Hands-on experience with processing financial transactions

Your role:

- Process invoices, verify financial data, and ensure accurate and timely payment
- Process transfers as directed, and handle customer inquiries as advised
- Handle office cheque requests, check ledgers and paperwork, and issue cheques
- Cheque banking and Advance Handling
- Maintain accurate financial records and ledgers
- Assist in the preparation of monthly, quarterly, and annual financial reports
- Assist with internal and external audits by providing necessary documentation and information
- Ensure compliance with financial regulations and standards
- Provide administrative support to the finance department as needed
- Handle correspondence and filing
- Perform any other tasks required to assist the finance team

Competencies and Skills

- Ability to use Microsoft Office Package
- To be able to maintain accuracy and attention to detail whilst dealing with high volumes
- A positive attitude and strong work ethic that is keen to learn and explore new ideas
- Well organized with the ability to prioritize
- Ability to communicate effectively
- Ability to work with the online banking systems and account system

If you meet above requirements, please email your detailed CV with contact details and two non-related referees within 14 working days of this advertisement.

e-mail: slibtec@gmail.com

Closing Date – 30th June 2024

Sri Lanka Institute of Biotechnology (Pvt) Ltd
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