

# WE NEED **YOU** NG TH

## FINANCE ASSISTANT

### WHO ARE WE LOOKING FOR

#### Education

- 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

### WHAT WOULD YOU DO

- 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
- 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

**APPLY NOW**



Closing date: 12 APRIL 2025

Send Your CV and Expression of Interest to :

✉ [slibtec@gmail.com](mailto:slibtec@gmail.com)

Use **Finance Assistant** the subject line



Phone Number  
**0113 431 844**



<https://slibtec.gov.lk/>

