



Assistant Accountant

Job Description

- Preparation of special financial reports by collecting, analyzing, and summarizing account information and trends.
- Preparation of final accounts
- General accounting duties including book keeping, payments and bank reconciliation
- Maintaining petty cash float / register.
- Coordinate with relevant regulatory authorities for reporting / returns as required.

Potential Candidate should have

- Posses a professional qualification in accounting (CIMA, AAT, ICASL or equivalent professional qualification)
- Minimum 1 year experience in the corporate sector in similar capacity
- Knowledge in computerised accounting packages and MS Excel
- Good command of spoken and written English.

Please submit your recently updated detailed CV with 2 non related referees to hr@abigailhouse.lk

An attractive remuneration package and career development prospects await for the chosen candidate.

Manager,
Human Resources,
Abigail House (Pvt) Ltd. 315, Wilfred Lane, Sinharamulla, Kelaniya

Email : hr@abigailhouse.lk