



Accounts Assistant

K.U.S Formwork & Scaffolding (Pvt) Ltd specialize in Design, Manufacturing and Supply of Systems Formwork and Scaffolding Systems, also committed to deliver competitive and quality products with a flexible business model.

The **Accounts Assistant** assists the Group Assistant Finance Manager in handling the financial management and reporting activities of the Holding Company. His principal responsibility is to aid the Group Assistant Finance Manager in guaranteeing that the Company's financial transactions comply with the statutory and reporting standards.

- Handling Accounts receivable on a monthly basis ensuring invoicing and collections are done on time.
- Handling Accounts Payable to ensure timely accrual of monthly expenses and payments are made on time.
- Initiate Singapore GST related workings and assist Group Assistant Finance Manager in filling the returns.
- Assist in preparing monthly management financial reports.
- Assist the Group Assistant Finance Manager in preparing company budgets.
- Ensure documents are maintained properly for regulatory requirements.
- Assist in practicing Group Finance Department's policies and internal control processes.
- Any other ad-hoc duties as assigned.

Education Required:

- Part Qualification of CA/ ACCA/ CIMA.
- University Under Graduates.

Experience Required:

- At least Two (2) years of relevant experience in Management Accounting
- Fair understanding of International Financial Reporting Standards (IFRS)

Competencies and Skills Required:

- Good written and oral communication skills
- Possess good analytical and organisational skills
- Proficient in MS Office applications and Accounting Software
- Be methodical

If You believe you have what it takes to deliver exceptional results, Email us your CV to hr@kus.com.lk

Human Resources Department, South Asia Regional Office, 157/A, Brandiyawatte Rd, Wellampitiya, Sri Lanka. +94 112 572 72