



ශ්‍රී ලංකා පුවත්පත් ආයතනය  
இலங்கை பத்திரிகை ஸ்தாபனம்  
Sri Lanka Press Institute

## **Vacancy Announcement**

### **Assistant Accountant**

The Sri Lanka Press Institute (SLPI), a leading private not-for-profit organization working in the field of media, was established by the Newspaper Society of Sri Lanka, The Editors' Guild of Sri Lanka, the Free Media Movement, and the Sri Lanka Working Journalist Association, to provide direction and leadership in media-related activities. This includes the Press Complaints Commission of Sri Lanka (PCCSL), which encourages self-regulation and accountability and provides readers the right to challenge or correct reporting, while the Sri Lanka College of Journalism (SLCJ) is the training arm focusing on skills development for the journalistic profession.

#### **Position Summary:**

SLPI is currently looking out for an Assistant Accountant to Assist the Finance Manager in the Financial Function.

#### **Responsibilities:**

- Preparation of the Monthly budget vs. Actual comparison
- Reviewing of expenditures and ensuring these expenses are within the set budget
- Preparation of Monthly reports for Donors.
- Assisting in preparing budgets
- Monitor processing and discharge of all payments,
- Check accuracy of Bank Reconciliation statements.
- Preparation of all other financial statements

#### **Qualifications and Experience:**

- Fully / Partly qualified in CA/ CIMA/ACCA or Degree in Finance.
- At least 3-year experience in Finance Function.
- Fluency in local languages would be an added advantage.

#### **To apply:**

Please fill in the application form below along with your CV and cover letter:

<https://forms.gle/R4zB4Ygkkk4YzbAbA>

If you require further information, email [info@slpi.lk](mailto:info@slpi.lk). Deadline for application is **September 28, 2022**.