

# WE ARE HIRING

## EXECUTIVE ACCOUNTS



Since 1978, Gamini Industries Y.A.P (Pvt) Ltd has been known for its exceptional craftsmanship. We specialize in liveable luxury, quality, and craftsmanship, and are celebrating our 44th anniversary. We are committed to the values of ethical business and environmental stewardship. We constantly make sure that the wood we use for our furniture comes from sustainable plantations. We continue to address consumer expectations for high-quality, European-style furniture at reasonable costs. We're currently expanding our market; thus, we're looking for the best and brightest applicants to join our respected organization.

### THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR:

- » Preparing of management reports - Profit and Cost center accounts, Actual vs budget variances etc.
- » Examining details, the monthly general ledger reconciliations including bank reconciliations.
- » Monitoring, spending and budgets, of all the profit center accounts.
- » Assisting company accountant in the month end reporting and annual budgets and performance evaluations.
- » Ensuring accuracy, completeness and timeliness of transaction processed by the team.
- » Proper and Accurate handling of Cashier Function.
- » Monitoring daily communications and answering any queries.
- » Preparing statutory accounts.
- » Ensuring payments, amounts and records are correct.
- » Working with spreadsheets, sales and purchase ledgers and journals.
- » Recording and filing cash transactions.
- » Controlling credit and chasing debt.
- » Invoice processing and filing.
- » Processing expense requests for the accountant to approve.
- » Liaising with third party providers, clients and suppliers.
- » Updating and maintaining procedural documentation.

### REQUIRED SKILLS

POSSES A PART QUALIFICATION OF A PROFESSIONAL ACCOUNTANCY INSTITUTION SUCH AS CASL/CIMA/ACCA/ CMA.

MINIMUM TWO YEARS' EXPERIENCE IN RECOGNIZED COMPANY/ AUDIT FIRM.

### OTHER REQUIREMENTS

MALE CANDIDATE

AGE BETWEEN 25 TO 30.

PRIORITY WILL BE GIVEN TO APPLICANTS

WHO LIVE LESS THAN

20 KILOMETERS FROM RANALA.

### REMUNERATION

FOR THE RIGHT APPLICANT,  
AN ATTRACTIVE COMPENSATION PACKAGE  
WITH FRINGE BENEFITS IS AVAILABLE.

If you believe you are the right person for the job, please send your resume and the names and contact details of two non-related referees to [careers@gaminigroup.lk](mailto:careers@gaminigroup.lk) within 10 days of this advertisement. Please include the job title in the subject line of your email.

HEAD OF STRATEGIC  
HUMAN RESOURCES AND ADMINISTRATION  
**GAMINI INDUSTRIES Y.A.P. (PVT) LTD**  
NO 39/A, AWISSAWELA ROAD,  
RANALA.