



WE ARE HIRING

ASSISTANT FINANCE MANAGER

We are looking for an assistant Finance Manager to manage our financial records and ensure that financial transactions are accurate and timely. They typically handle tasks such as accounts payable and receivable, tax preparation, financial analysis, and financial reporting.


KEY RESPONSIBILITIES :


- ✓ Maintaining and updating financial records
- ✓ Reviewing financial statements and reports
- ✓ Preparing and filing tax returns
- ✓ Conducting financial analysis and providing recommendations
- ✓ Managing accounts payable and receivable
- ✓ Ensuring compliance with financial regulations and standards
- ✓ Communicating financial information to internal and external stakeholders

QUALIFICATIONS :

- ✓ 3 to 5+ Years of work experience
- ✓ Experience in Tax, Costing
- ✓ Full CIMA / ACCA qualification or part ICA qualification
- ✓ High level of proficiency in Excel & Google Sheets
- ✓ Ability to work independently
- ✓ Strong analytical and problem-solving skills
- ✓ Attention to detail and accuracy

 Negombo Road, Wattala

 Monday to Saturday

 8.30am - 5.30 pm & Saturday till 1 PM

 <https://esilkroute.com.lk/>

Send your CV to

hra@esilkroute.com.lk