



Global Select Education and Migration Services is a certified education and migration agency with branches across Australia and Nepal. We are looking to expand our operations to Sri Lanka and we are looking for energetic and motivated individuals to join our professional team.

ACCOUNTANT

Duties and Responsibilities

- Management reports and cash flow statements.
- Managing the general ledger including overseeing the monthly balance sheet, banking and intercompany reconciliations
- Completion of the monthly accruals, journals, fixed assets and depreciation schedules
- Weekly cash flow reporting
- Handle all taxation-related work
- Prepare the yearly sales and budgets of the company
- Supervision of any Accounts Payable and Accounts Receivable staff
- Payroll Management

Applicant Profile

- Professionally qualified in CIMA/ACCA or equivalent
- Minimum 5 years' experience in accounting
- Process and deadline-driven mindset with a keen eye for detail
- Critical thinking and problem-solving skills
- Strong negotiator who can develop ongoing working relationships
- Age below 40

BOOKKEEPER

Duties and Responsibilities

- Recording transactions such as income and outgoings, and posting them to various accounts
- Processing of payments
- Conducting daily banking activities
- Producing various financial reports
- Reconciling reports to third-party records such as bank statements

Applicant Profile

- Part qualification from a recognized accounting institution
- Team player
- Age below 40

If interested please send a CV with references to hr@globalselect.com.au stating position applied for in the subject line.