



NOTICE OF VACANCIES

FACULTY OF AGRICULTURE - UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Faculty of Agriculture, University of Peradeniya.

POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS – 12 MONTHS)

Responsibilities

- Maintaining the administrative and financial documentation.
- Preparing the reports on income, expenses and budgets.
- Coordinates with the other Departments, Unites and Divisions of the University to Prepare Financial Documents.
- Checking vouchers and other documents relating to Agribusiness Centre and Agri Education Unit.
- Maintaining Income and Expenditure reports of Agribusiness Centre and Agri Education Unit.
- Maintaining Indent Registers and other related Registers.
- Preparation of Bank Reconciliation Statements.
- Any other works assigned by the Dean/Assistant Bursar of the Faculty.

Qualifications & Experience

1. Should have passed the G. C. E (O/L) Examination in six (06) subjects at one sitting with credit passes in:
 - i. Sinhala Language/ Tamil Language
 - ii. English Language/ English Language
 - iii. Mathematics&
2. Should have passed in all subjects at G C E [A/L] Examination (except the Common General Paper] at one sitting [*Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.*]
3. Preference will be given to those who possess the following:
 - a. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
 - b. Two years of experience in the use of computer application packages.&
 - c. Part Qualification in AAT, HNDA or any other Professional Qualification in Accountancy/ Finance.
4. Should be a citizen of Sri Lanka
5. Should be of good character sound physical health