



ACCOUNTS SUPERVISOR

SriLankan Catering Limited, a fully owned subsidiary of SriLankan Airlines with ISO 9001:2015, ISO 14001:2015, ISO 22000:2018 (HACCP), and also with the Halal Certification, is the sole caterer to International Airlines. The company counts to its credit several national and international awards, including five Mercury Awards from the International Travel Catering Association (ITCA). The company is equipped with a state-of-the-art Flight Kitchen for the production of food and beverage to the highest quality standards.

We are looking for energetic, enthusiastic, self-motivated person of good character with professional ethics for the above post of **Accounts Supervisor** to look after the daily Operation of the Finance Division. The successful candidate will be responsible for handling below duties and responsibilities to optimize productivity of the Finance Division.

DUTIES AND RESPONSIBILITIES:

- Be involved in implementing accounting and internal control procedures, which are laid down in the finance manual, credit manual, or any other manual and any other directive issued by the Manager Finance as and when required in order to achieve the desired objectives.
- Help manage and maintain in close working relationship with the Accountant Financial Reporting and Executive Revenue, the business planning and budgetary process including budgets, capital expenditure, budget monitoring and financial forecast.
- Ensure that the company has effective financial systems, control and process in place and that these are used within the entire company.
- Help conducting reviews and evaluations for cost-reduction measures.
- Ensure that existing manual process are automated wherever possible.
- Maintain accurate, timely and high quality information in the company's IT system.
- Ensure effective file management system is in place.
- Develop and maintain high quality, timely, accurate and complete reports and meet deadline for financial reporting.
- Pass all journal entries the system with the approval of Accountant Financial Reporting.
- Reconcile all balance sheet items including bank balance, current accounts with UL etc. and make adjustments if any with the approval of the Accountant Financial Reporting.
- Be in charge of Fixed assets register and reconcile each and every assets items.
- Prepare and present monthly financial statements (Oracle financials –FSG reports) including variance reports as per SLFRSs and LKAS within five working days from the end of previous month to the Manager Finance through Accountant Financial Reporting for his approval.
- Supervision of junior finance staff.
- Liaise with external and internal auditors and secure a "clean" audit.
- Ensure that currency conversion is managed effectively.
- Maintain an effective file management system and maintain confidentiality of all management information at all times.

REQUIRED QUALIFICATIONS & SKILLS:

- AAT qualified or part qualification in CA (corporate level) or other recognized professional accounting bodies.
- Knowledge of accounting concepts, principles and accounting standards.
- Credit passes for G.C.E. (O/L) including English and Mathematics and G.C.E. (A/L) qualification.
- Minimum 8 years' or more experience in a similar capacity.
- Experience of a reputed ERP is a prerequisite.
- Should have the ability achieve deadlines.
- Sound planning, organizing skills and presentation skills coupled with a methodical approach to work.
- High level of IT literacy including sound knowledge in MS Office, Excel and PowerPoint, reputed ERPs such as Oracle, SAP, Sage.
- Excellent command of English, supervisory and problem solving skills are essentially required.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you feel you have the required skills and experience for the job, please e-mail your resume to careers@srilankacatering.com including 02 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Assistant Manager - Human Resources & Administration

SriLankan Catering Ltd
PO Box 07
Airline Centre, Bandaranaike International Airport
Katunayake

Please visit us on www.srilankacatering.com/careers for more details.

