



Vishwa Graphics (Pvt) Ltd.

VACANCY

VISHWA GRAPHICS (PVT) LTD, is a company in Plate making, Offset printing, and Graphics Designing Company in doing various type of printing works in large scale. Vishwa Graphics has assisted in enhancing the corporate image and branding of most elite corporate organizations in Sri Lanka. Friendly Customer service, high-quality printing and state of the art technology are given utmost priority, at Vishwa Graphics (Pvt) Ltd.

Post of Accounts Executive

Immediate Vacancy

Job Responsibilities

- Handling financial accounting and reporting to the senior management.
- Coordination with banks and fund arrangements.
- Assume responsibility for accounting procedures
- Evaluate the company's performance using key data.
- Preparation, analyzing & investigating Financial & Management accounts.
- Assist the management with cash flow management.
- Assist and coordinate audit procedures with audit firm.
- Efficient management knowledge on clients handling receivables and supplier payables.
- Experience in handling salaries, Taxes (VAT/NBT/IT/PAYE/SVAT), EPF, ETF, bank reconciliation and purchasing.
- Handling company imports related works.
- Preparing various management reports.
- Ability to manage daily work on accounting software with MS Excel.

Qualifications

- Part qualification in finance & accountancy such as CA/ CIMA /ACCA or CMA.
- Knowledge in MS Office & ability to work on accounting software is must.
- Minimum 5 years experience in similar capacity with commercial of manufacturing industry.
- Sound communication skills in both English & Sinhala languages.
- Excellent team work and ability to work with team of staff.
- Ability to work under pressure and meet the deadline.
- Age below 45

Residing close proximity in Kottawa – Homagama area preferable.

Attractive reenumeration package await for right candidate.

Send your CV along with recent photograph of yourself and contact details of two non-related referees to below email address.

priyankara@vishwagraphics.com

Vishwa Graphics (Pvt) Ltd,
No. 90, Wasanawatta Road,
Mattegoda.

Inquire : 0112183 888/999