



"The Blend of goodness  
Taste of freshness"

## ACCOUNTS ASSISTANT BANKING OFFICER & ACCOUNTS ASSISTANT

We are a well-established, ISO certified processing company, engages in production, processing and marketing of wide range of chicken products under "Delmo" brand. Due to expansion of our operations we are seeking the services of following professionals to support our growth.

### ACCOUNTS ASSISTANT - BANKING OFFICER

#### RESPONSIBILITIES

- ▶ Responsible for depositing of the feed and chick supplier payments to ensure an uninterrupted supply.
- ▶ Receiving the cash/cheques needed to be deposited and duly filled slips from the credit control department for the day.
- ▶ Receiving cheque payments to be paid to the suppliers for the day.
- ▶ Arrange all the funds, cheques of the company needed to deposit for the day on a timely and accurate manner.
- ▶ Obtaining the requested cash amounts from the relevant bank and handing over to the finance department on an accurate and responsible manner.
- ▶ Payment of the utility bills on a timely manner in order to maintain the uninterrupted services.

#### QUALIFICATION & EXPERIENCE

- ▶ Fully or part qualified in AAT.
- ▶ Should have minimum 01 years of experience in the relevant field.
- ▶ Excellent computer literate with ability to work.
- ▶ Preferable only male candidates above 25 years of age.
- ▶ Ability to work under pressure and meeting deadlines.

### ACCOUNTS ASSISTANT

#### RESPONSIBILITIES

- ▶ Updating the document register book on the documents received from other departments.
- ▶ Check the availability of the supporting documents required as per the stipulated guidelines.
- ▶ Enter all bills to the ERP System, generate invoices through the system and forward for the payment.
- ▶ Monitor and set off the advance payments with the bills received.
- ▶ Maintaining vendors refundable deposit schedule for chick and feed purchase.
- ▶ Work with the supporting departments while maintaining a cordial relationship.
- ▶ Attend to any other responsibility assigned by the Management of the company time to time.

#### QUALIFICATION & EXPERIENCE

- Fully or part qualified in AAT.
- Should have minimum 02 years of experience in the relevant field.
- Excellent computer literate with ability to work.
- Passed G.C.E A/L in Commerce Streams.
- Preferable only male candidates Above 25 years of age.
- Good communication skills in English and Sinhala, both oral and written.
- Independent self-driven, Effective team player and dedicated with high sense of integrity.
- Ability to work under pressure and meeting deadlines.

A competitive remuneration package in per with industry in on offer for the right candidate. . Interested candidates may apply within 07 days of this advertisement to [careers@delmo.lk](mailto:careers@delmo.lk) with details of two non-related referees.

[careers@delmo.lk](mailto:careers@delmo.lk)

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