



WE ARE **HIRING**

Accounts Assistant



Your Responsibilities

- Vendor invoicing (enter bills) and preparing payment vouchers and issuing cheques.
- Create and update expense reports.
- Process reimbursement forms
- Working with journals, sales & purchase ledgers and spreadsheets.
- Prepare bank deposits and enter financial transactions into internal databases
- Preparing a monthly stock report, Monthly cash outflow analysis preparing, and forecast cash outflow analysis preparing and forecasting cash outflow when required.

Prospective candidates should have

- Diploma in Accounting, Finance, or equivalent
- Part qualified in CA, CIMA or ACCA
- Minimum one-year experience in the same capacity.
- Good command of English, Computer literacy, and Strong communication and interpersonal skills.

If you believe, you are a person with an outgoing personality/flexible and quick learner/ able to work under pressure and target oriented, forward your CV with two non-related referees to

careers@neochem.lk