



VACANCIES IN FINANCE & ACCOUNTS DEPARTMENT

Join Higher Education, one of the fastest growing, stable industries with excellent career prospects and local and international opportunities.



**COLOMBO INTERNATIONAL
INSTITUTE OF HIGHER EDUCATION**

An excellent opportunity to join Sri Lanka's Premier City Campus & work in a modern, multicultural environment with international exposure

Finance Manager / Accountant

Minimum 5 years as a Senior Finance Executive/ or Assistant accountant in education/service industry with a good knowledge accounting, tax practices in private companies.

Should be suitably professionally qualified and be able to work in a multicultural, modern work environment with good command of English

Key Responsibilities

- Preparation of monthly and annual accounts
- Preparation of annual financial statements
- Coordinating with Auditors & timely completion of audits
- Planning, monitoring and controlling budgets
- Liaising with Banks, EPF, ETF Departments
- Advising Management on optimum Tax procedures
- Implementing strategies of cost cutting
- Oversees the revenue collection process
- Monitoring the procurement & purchasing process

Accounts Executive

Minimum 3 years as an Accounts Assistant in education/service industry with a good knowledge accounting, tax practices in private companies

Payments Officers

Minimum 1 year experience in handling payments, recoveries in banking or financial sector

Accounts Assistant / Trainee

Fresh Graduates or Ambitious School leavers who are willing to be trained and learn fast

Interested candidates may send their complete resume with a cover letter detailing their skills, experience and past performance to hr@ciihe.com

Once who are shortlisted will be called for a face to face interview at the office in Colombo 04.



CIRP is an equal opportunity employer.