

## ACCOUNTS ASSISTANT

### **About us**

Leader Group, well reputed company that is well known for establishing the first Motorcycle Battery Manufacturing Plant in Sri Lanka. With ISO 9001:2015 certification and a stringent quality control system, manufacturing high quality 2-wheeler batteries, 3-wheeler batteries and 4-wheeler batteries using the world's best cutting-edge technology.

### **Job brief**

We are looking for an Accounts Assistant to manage effectively large amounts of financial information. The target is to insert, update and maintain accurate data on computer systems and maintaining proper filing system of source documents.

### **Responsibilities**

- Generate reports, store completed work in designated locations and perform backup operations
- Providing necessary support during financial audits
- Handling accounts payable, receivable and reconciliations
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities and check output
- Apply data program techniques and procedures
- Posting month end journals and assisting on month end accounts submission
- Undertaking any additional ad hoc tasks as assigned, demonstrating flexibility and adaptability to changing requirements.

### **Requirements**

- Familiarity with MS Office, ERP System and data programs
  - Integrity which is beyond doubt with an eye for detail
  - Completed advanced level in commerce subjects
  - Full or part qualification in CMA/CA/AAT or followed/following a related degree program in a recognized university
  - A commitment that one would serve us for a period of at least 06 months
  - Willingness to work long hours
  - The applicant should be a good team player and be able to work under pressure, and able to work with multiple teams and different stakeholders in a productive manner
  - Age between 20 to 30 years
- ✓ Salary is negotiable.

Please forward your CV with the details of two non – related referees and with a recently taken photograph to the below Email address within 07 days.

Email: [hrm@leadergroup.lk](mailto:hrm@leadergroup.lk) Contact No 071-0222076 / 011-4820821

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