

Assistant Manager – Accounts Payables



No two days are the same at AMW, no matter what role you have. Our work is driven by the desire to make a difference and to have a meaningful impact with the goal of enriching everyday lives. Take our engaging and supportive work environment and couple it with a company culture that recognizes and rewards quality performance, and what do you get? The chance to push the limits every single day.

As a humble family business that started 74 years ago, AMW, now a fully owned subsidiary of Al Futtaim Group (AFG) of United Arab Emirates, is one of the pioneers in the Automotive industry in Sri Lanka.

KEY REQUIREMENTS

- Bachelor's degree in accounting/finance/business administration and partially qualified an internationally recognized professional accountancy qualification (CA, CIMA)
- Minimum 3-year work experience in the similar capacity and the experience in Big 3 Audit Firms (PwC, KPMG, EY) will be preferred.
- Working experience with large ERP software such as SAP would be advantageous.
- Expert problem-solving abilities and significant analytical skillset
- Strong leadership capabilities and good communications skills with fluency in English.

KEY DUTIES AND RESPONSIBILITIES

- Verifying of vendor invoices with PO and goods receipt value and ensure invoice is fully tax compliant for input VAT claim.
- Processing vendor payments, petty cash reimbursements and cash floats of the group.
- Upload vendor payment to bank portals for online transfer
- Reconcile accounts payable, vendor accounts and maintaining accrual schedules.
- Manual posting of vendor invoice for utility, communication, and other service providers
- Perform payments reconciliation, follow-up goods receipt pending vendor invoice accounts and clear vendors advance regularly.
- Preparing and posting journal entries relevant to accruals, WIP stock, prepayment transactions and attending annual inventory verification.



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