

Creating

Evolving

Growing



Head Office

Treasury Assistant / Treasury Officer

Singer Finance (Lanka) PLC, a subsidiary of Singer (Sri Lanka) PLC, incorporated on 19th April 2004 is licensed by the Monetary Board of the Central Bank of Sri Lanka under the Finance Business Act No. 42 of 2011. We invite applications for **Head Office**.

Job Profile

- Generate daily and weekly cash flow reports.
- Prepare CBSL reports on a weekly, monthly and annual basis and upload data by the specified deadlines.
- Validate bank charges, maintain related records, and post journal entries in a timely manner.
- Handle operational functions throughout the month both collections and settlements.
- Handle treasury-related documentation.

Candidate Profile

- Ideal Candidate should be between 22-30 years.
- An academic record including successful completion of GCE A/L.
- Diploma/ Certificate in treasury management will be an added advantage.
- A minimum 02 years of experience, preferably in the finance industry.
- A dynamic and result-oriented individual with excellent communication and interpersonal skills.
- Posses excellent computer literacy in MS Office applications.

The above position comes with an attractive remuneration package, including fringe benefits stipulated by Singer Group. Please forward your CV to reach us within 7 days of this advertisement to the following address/email address. Please mention the post applied.

