



PLANTATION HUMAN DEVELOPMENT TRUST VACANCY

COMPANY PROFILE

The Plantation Human Development Trust is committed to assist the Plantation Worker Community in enhancing the quality of their lives through national and other donor assisted social programmes that will contribute to the sustenance of the sector, Stability and Higher Performance, Operating with a Main office in Battaramulla and Seven Regional Office.

Assistant Accountant/ Accounts Executive (Head Office & Regions)

Job profile

- ❖ To carry out the finance function including maintenance of accounting records and management reports.
- ❖ Carrying out audits in relation to projects and recurrent budgets.
- ❖ Preparations of annual budget & forecast
- ❖ To implement & maintain internal control systems for compliance.
- ❖ Procurement

Prerequisites

Part qualification of ICA/CIMA / a Degree in Accounting/Finance or equivalent on with a minimum of 02 years' experience in a similar capacity along with Knowledge on procurement

Be computer literate and fluent in English.

Working experience in plantation sector would be an added advantage.

Salary: Negotiable

Age: Preferably below 45 yrs.

An attractive remuneration package will be offered to the right candidate with the required attributes.

Application giving full bio-data with two non-related referees, including the position on the top left corner of the envelope should be sent within 10 days of this advertisement to the below address or email to vacancies@phdt.lk

**Director General,
Plantation Human Development Trust,
No. 427/14, Robert Gunawardena Mawatha,
Battaramulla
Web: www.phdt.org**