

Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: www.hayleys.com.

HAYLEYS ADVANTIS LIMITED

Hayleys Advantis Group, the transportation, logistics and aviation arm of Hayleys PLC with over 60 years of industry presence, is a pioneer in providing end-to-end logistics solutions, representing some of the World's foremost shipping lines, freight forwarders and the largest air express transportation company. The Group also represents some of the world's leading passenger and cargo airlines and specializes in travel agency services. Today Advantis controls a truly international network offering and is fast becoming the undisputed leader in the areas of integrated logistics, freight management, marine services, terminals & engineering operations, airport services, aviation supply services, outbound travel services and other travel related services.

ADVANTIS ENGINEERING

Advantis Engineering, is a member of the Hayleys Advantis Group and is one of the most diversified logistics solution providers in Sri Lanka. Advantis Engineering is the market leader and innovator in offering unique space solutions with an established international market presence.

ACCOUNTS ASSISTANT

Job Responsibilities

- Preparation of monthly and annual financial accounts.
- Carry out physical stock verification monthly and annually respectively.
- Physically check the Fixed Assets on a quarterly basis to verify the assets are in order and the details to have a control over the fixed assets and the same.
- Checking and recommending vouchers for payments and do the monthly reconciliation when required
- Providing required reports to the management when required.

Candidate Profile

- A minimum of 2 passes at GCE A/L and 6 passes at GCE O/L with "C" pass for English and "A" pass for Maths
- 2 stages of CIMA/ ACA/ ACCA
- Minimum of 1 year experience in the field.
- Fair knowledge in ERP systems and Microsoft office package

If you think you have what it takes to be successful in this challenging role, please apply through the Hayleys careers portal <http://careers.hayleys.com/> or send your CV to careers@hayleysadvantis.com within 10 days of this advertisement. Pay and benefits of the above position will be competitive and the rewards are performance driven. Hayleys is an Equal Opportunity Employer.

