



Colombo Young Men's Buddhist Association

Internal Auditor

The Internal Auditor will provide an assessment of the manner in which the organization conducts its business and the extent to which it conforms to the applicable national and international best practices. Through this assessment the internal auditor is expected to provide an advisory opinion on how the organization can effectively reduce costs and risks, improve efficiency and productivity, prevent fraud, improve and strengthen internal controls, operate an effective governance system and effectively manage and safeguard its assets.

Specific Duties and Responsibilities

- Ensure accountability of the management of YMBA
- Monitor accomplishment of objectives and goals of YMBA projects
- Review and appraise the adequacy and effectiveness of the systems of internal controls
- Establish the systems that ensure compliance with plans, policies, procedures, statutory requirements and regulations which would have significant impact on operations
- Review the means of safeguarding the assets, and as appropriate verify the existence of such assets
- Appraise the economy, efficiency and effectiveness with which the resources are employed

Qualifications

- Full membership or Part Qualification of ICASL/CIMA/CMA or degree in accounting.
- Possess a minimum of 3 years' of experience in auditing.
- Sound IT literacy with ability of working with MS Office and accounting packages.
- Good command in both written and spoken English.
- Age below 50 years.

Accounts Clerk

Minimum Qualifications

- Passed GCE A/L.
- At least three years' experience in the field of accounting or auditing
- Familiarity with book keeping and basic accounting procedures.
- Proficiency in English, MS Office, Databases and accounting software
- Age below 30 years

Please forward your detailed CV with two non-related referees to admin@colomboymba.com or to the following address:

Deputy General Manager,
Colombo YMBA,
No.70, D.S.Senanayake Mawatha,
Colombo 08.

E-mail: admin@colomboymba.com

For more information please contact us on: 011 269 5786 / 011 268 2398 / 011 269 8083

Closing Date - within 7 days from advertisement

(Please mention the position applied in the email subject or in the upper left corner of the envelope)

Applications will be treated confidentially and only short-listed candidates will be contacted.