



MANAGER - FINANCIAL REPORTING

Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications, ethics and with outstanding communication skills for the post of Manager Financial Reporting to ensure that the company has sound financial reporting systems and controls designed to support its business activities and accurate financial results are reported to the management while complying with statutory requirements. The successful candidate will report to the Manager - Finance and be responsible for tasks optimizing the productivity of the company.

KEY RESPONSIBILITIES INCLUDE:

- Take charge of the entire financial reporting requirements of the company.
- Be involved in implementing and maintaining accounting and internal control procedures which are laid down in the finance manual, credit manual, or any other manual and any other directive issued by the ministry/other regulatory bodies and the Head of Finance as and when required in order to achieve the desired objectives.
- Contribute to the strategic planning and direction of the company by making commercial and financial input both strategic & operational as a senior member of the finance team.
- Assist with preparation and submission of annual corporate budget in respect of all divisions.
- Be involved in implementing all financial aspects of the strategic plan and achieving relevant objectives.
- Help manage business planning and budgetary process including capital expenditure, budget monitoring and re-forecasts.
- Ensure that the company has effective financial systems, controls, and processes in place and that these are used throughout the company.
- Ensure development and maintenance of high quality, timely, accurate and complete reports and meet deadlines for financial reporting.
- Prepare & present monthly financial statements including variance reports as per Accounting Standards (SLFRS & LKAS), the procedures laid down in the Finance Manual and the provisions of the Company's Act etc. on or before 5th of the following month to the Head of Finance for approval. Accuracy, completeness, and timeliness are key attributes of these financial reports.
- Prepare & present monthly cash forecast in the prescribed format to the Head of Finance during the third week of each month.
- Taking necessary actions to address any expected cash shortage/excess with the proper approval of the Manager Finance.
- All journal entries are passed to the system with the approval of Accountant Financial Reporting.
- Timely reconciliation of balance sheet items including bank balances, current accounts with UL etc. in place and that adjustments if any are made with the approval of the Accountant Financial Reporting.
- Ensure maintenance of a complete and updated registry of fixed assets and that assets are adequately coded at the receiving bay before they are dispatched to the user. Existence, valuation, accuracy, and completeness are key attributes of fixed assets.
- Suggest amendments for the procedures laid down in the Finance Manual wherever deemed appropriate to be more transparent and for good corporate governance.
- Ensure all financial regulations including statutory, regulatory, and legal requirements of government organizations such as BOI, AASL, CBSL etc. are compiled in a timely manner.
- Ensure debtor balances are recovered and suppliers' advances are settled in a timely manner.
- Take actions to automate existing manual processes wherever possible.
- Ensure arrangements are in place for both internal and external audits.
- Manage currency conversion effectively.
- Maintain an effective and efficient file management system while complying with record keeping as per legal requirements.
- Submit an operational dashboard by incorporating all the reporting and internal control requirements with due dates and actual dates performed on or before 20th of the following month.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- A member of CA Sri Lanka or an equivalent qualification (Full Professional Qualification) from other professional institutes such as CIMA, and ACCA with a minimum of 3 years audit experience from a reputed audit firm.
- Bachelor's Degree or MBA in Accounting, Finance or similar discipline from a recognized University.
- 04 years or more Experience in Managerial Capacity.
- Experience in a reputed ERP is a prerequisite.
- High level of IT literacy including sound knowledge in MS Office including Advanced Excel Tools and PowerPoint.
- Credit passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- Excellent Leadership Skills, Strong Negotiation Skills, Problem Solving and Creative Ability.
- Sound Planning, Organizing Skills and Presentation Skills coupled with a Methodical Approach to work.
- Ability to work independently to meet strict deadlines, guide, and lead subordinate staff is considered an important criterion.
- Excellent command of English, Writing and Presentation Skills are essentially required.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to careers@srilankancatering.com including 2 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Human Resources & Administration Manager
SriLankan Catering Limited
PO: Box: 07
Airline Centre, Bandaranaike International Airport
Katunayake

Please visit us on www.srilankancatering.com/careers for more details