

# Post of Accountant/Assistant Accountant

Posted on Friday, May 17th, 2024

*If you are proactive, highly motivated, results oriented and ready to embark on a challenging carrier*

*Come join us!*

POST	QUALIFICATIONS & EXPERIENCE	COMPETENCIES REQUIRED
<b>Accountant/Assistant Accountant</b>  <b>HRM 007/2024</b>	<ul style="list-style-type: none"><li>· Full/Part professional qualification of a recognized accounting body or equivalent.</li><li>· Minimum 03 years of experience in Finance Field.</li><li>· Hands on experience in computerized accounting system. Experience of ERP systems will be an added advantage.</li></ul>	<ul style="list-style-type: none"><li>· Demonstrated professional skills in accounting.</li><li>· Sound knowledge on Accounting Standards, International Procedures and techniques used for maintenance of proper financial records.</li><li>· Practical knowledge on monthly and annual financial reports and consolidation of accounts.</li><li>· Strong monitoring, analytical, interpretation and reporting skills</li><li>· Well-developed liaising and negotiation skills with banks and other external organizations.</li><li>· Excellent communication and inter-personal skills</li><li>· Well-developed language skills in oral and written Sinhala/ Tamil and English</li></ul>
<b>Book Keeper</b>  <b>HRM 008/2024</b>	<ul style="list-style-type: none"><li>· Following or part qualification of a recognized professional accounting body or equivalent.</li><li>· Knowledge in Accounting and Book Keeping process</li><li>· Minimum 01 Year of experience in finance field.</li><li>· Computer literacy with working knowledge in computerized accounting systems would be an added advantage.</li></ul>	
<b>Based in National Headquarters in Colombo</b>		

## General Requirements

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews;

**Please email your application to [jobs@redcross.lk](mailto:jobs@redcross.lk) or post to Director General, Sri Lanka Red Cross Society, No 106, Dharmapala Mawatha, Colombo 07. On or before 26.05.2024 (HRM)**