



SLAASMB

Sri Lanka Accounting and Auditing
Standards Monitoring Board

Unlock Your Potential Join Our Team and Shine!

Who we are

SLAASMB's overarching strategic intention is to enhance reliability and credibility in financial reporting in Sri Lanka. To achieve our aim, we monitor the financial reports of economically significant entities for compliance with Sri Lanka Accounting Standards as well as the audits, for compliance with Sri Lanka Auditing Standards.

SLAASMB is planning a strategic enhancement of its activities with the impending changes to its statute and is in the process of recruiting dynamic, result driven individuals to fill the two vacancies in our administration division. If you meet the following requirements, we look forward to hearing from you.

Finance and Administration Executive Officer

Role Summary

Reporting to the Assistant Director-Finance and Administration, the Finance and Administration Executive Officer is responsible for the functions relating to the Finance and Administration division assisting the Assistant Director Finance and Administration on administrative matters

Qualifications

- (1) A Degree in Accounting or Finance which is recognized by the University Grants Commission with a total of 2(two) years experience
or
 - (2) Having passed Intermediate level of the Institute of Chartered Accountants of Sri Lanka with a total of 2(two) years experience
- Adequate competency and knowledge in computer software packages (Windows, MS Office, Accounting Packages)

Management Assistant

Role Summary

The Management Assistant is responsible for providing general day to day tasks attributable to the Finance and Administration division.

Qualifications

- 1) Having passed the G.C.E. Ordinary Level (O/L) examination in six subjects in one sitting, with credit passes for four subjects including
 - i. Sinhala/Tamil
 - ii. English language
 - iii. Mathematicsand
- 2) Having passed three subjects (other than the General Knowledge Paper) at the G.C.E. Advanced Level (A/L) examination.
and
- 3) Three years experience in a similar position
- 4) Exposure in the latest office software packages (MS Office, Windows Accounting Packages, etc.) and in email and internet will be an added advantage.

Age : Should be not less than 22 years and not more than 45 years

What We Offer

- **Salary :** Commensurate with the qualification and experience.
- **Other Benefits :** Medical insurance and other statutory allowances in accordance with Government Circulars.
- **Basis of Employment:** Permanent

Selection Procedure

Based on a structured interview process.

Expression of interests

Send a self assessment of your suitability for the position applied for and a copy of the **form published in SLAASMB website** duly filled together with your Curriculum Vitae and details of two non-related referees, **by post or email** to reach the Director General, SLAASMB **on or before 29th December 2024**.

If Sending by post, state the Post applied for on the left hand side of the envelope.

Director General

**Sri Lanka Accounting and Auditing Standards Monitoring Board,
3rd Floor, 293, Galle Road, Colombo 03.**

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