

## Job Description

Acceptance of cash, foreign currency, cheques, bank drafts, and other payment methods for ticket sales in accordance with company regulations.

### Job Accountabilities

- Liaise with accounts, finance, and banking officials to ensure timely banking, enhancing fund availability for the company, and provide statistical information to management.
- Accept cash, cheques, foreign currency, and bank drafts for passenger ticket sales, including group bookings, and issue receipts with utmost accuracy.
- Ensure the accurate processing of all collections, including cash and credit card transactions, and issue the relevant accountable documents (tickets, receipts, credit card slips, etc.) to customers. Prepare, maintain, and verify the completeness and accuracy of all reports (sales summaries) and documents, ensuring their proper distribution to all relevant parties as per the stipulated procedural guidelines. Deposit all cash collections promptly in accordance with the prescribed procedures.
- Issue receipts through the Oracle system and manually for cash and credit invoices, handling staff travel collections via cash, cheques, and credit cards for tickets, and forwarding the relevant documents to the finance and staff travel counter.
- Provide confirmation for direct deposits made to the Bank of Ceylon Head Office account.
- Supervision of cashiering points in Colombo to ensure smooth operation.
- Reconcile banking statements and documents with the finance department and WTC ticket office to ensure timely and accurate banking.
- Verify petty cash payments made to staff and reconcile cheque records for accuracy. Maintain a record of all Petty Cash Vouchers(PCVs) paid to staff in an Excel sheet and submit it to the Sales Accounts Manager on a monthly basis.
- Ensure all collections remain intact at all times and oversee credit control for all entities with credit facilities provided by SriLankan Airlines Government Travel & Public Affairs department.

## Requirements

06 passes including Mathematics at GCE O/L with 04 Credits in one sitting with a credit for English and 02 passes at GCE A/Ls with 03 years' work experience.

**OR**

06 Passes including Mathematics at GCE O/L with 04 Credits in one sitting including a credit for English and full professional qualification (NVQ level 5) and 03 year's work experience.

Be a Sri Lankan citizen.

Age to be not more than 30 years as of 17th March 2025 which is the closing date.

We are an equal opportunity organization.

Influencing will be a reflection of unsuitability.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

## Job Information

Department Name  
**Worldwide Sales & Distribution**

Date Opened  
**07/03/2025**

Application Closing Date  
**17/03/2025**

Job Type  
**Full time**

Industry  
**Airline - Aviation**

City  
**Katunayake**

Province  
**Western**

Country  
**Sri Lanka**

Postal Code  
**11450**