



# Ceylon Petroleum Storage Terminals Limited

Kolonnawa

## V A C A N C Y

We are a common user facility with two main installations and an island-wide network of bulk storage locations, providing services to Ceylon Petroleum Corporation, Lanka Indian Oil Company, Sinopec Sri Lanka, RM Parks & other business partners in the downstream petroleum.

### ACCOUNTANT, GRADE A-5

(Permanent Basis)

(No. of vacancies : 01)

#### Qualifications & Experience required

1. A Bachelor's Degree in a relevant or related field which is recognized by the UGC.  
AND
2. Full professional ICASL/ACCA/CIMA with a minimum of four (4) years post-qualifying relevant experience in a government/semi government or a reputed commercial establishment  
AND
3. Three (03) years of experience in ERP-SAP system.

#### Scope of work

##### **Financial Reporting**

- Assist in preparing accurate and timely financial statements in accordance with applicable accounting standards and company policies.
- Ensure proper maintenance of accounting records and reconciliations to support financial reporting

##### **External Audits**

- Assist in coordinating external audits by providing required documentation, schedules, and clarifications.
- Provide required documentation, schedules, and clarifications to facilitate smooth audit processes.
- Implement audit recommendations to strengthen internal controls

##### **Fixed Assets Management**

- Maintain accurate records of fixed assets, including acquisitions, valuation, disposals, and depreciation.
- Conduct periodic verification of assets and ensure compliance with company policies.
- Perform reconciliation of fixed asset subsidiary ledger balance with summary-level account in the general ledger
- Track, compile, and record project costs in fixed asset accounts; close out the accounts at the completion of the projects
- Assign tag numbers to fixed assets to effectively track them

##### **Regulatory & Tax Compliance**

- Assist in the computation and submission of Corporate Income Tax, VAT, Social Security Contribution Levy (SSCL), Stamp Duty, and other statutory obligations.
- Work closely with finance staff to ensure accurate accounting records for tax reporting.

##### **Budgeting & Forecasting**

- Assist in the preparation of annual budgets and financial forecasts.
- Perform variance analyses to identify deviations and provide insights for corrective actions.
- Support management in financial planning and resource allocation.

##### **Annual Report Preparation & others**

- Contribute to the preparation of the company's annual report, ensuring financial accuracy and compliance with disclosure requirements.
- Collaborate with relevant departments to gather financial and operational data for reporting.
- Prepare and present management reports to support decision-making and business performance review.
- Maintain proper accounting records and ensure the accuracy and integrity of financial data.
- Contribute to improving internal controls, financial processes, and reporting systems.

\* **Note:** Should have proficiency in English Language.

**Age limit** : Less than 45 Years.

#### **Please note :**

This age limit is not applicable for the employees who are presently in the service in Government or Semi-Government Organizations and they should be able to produce the consent letter of the Head of the Department concerned.

**Salary scale :** Rs.198,625 – 5 x 2,650; 10 x 3,490 – 246,775

**Fringe Benefits:** Applicable Allowances, Medical Insurance Cover, Personal Loan facilities & Applicable bonuses.

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

1. Qualified applicants who wish to apply for this post are requested to furnish their details in the Microsoft Form herein (<https://forms.office.com/r/Z2FY6QWUgX>) and submit to reach us on or before 26.12.2025.
2. The required qualifications must be fulfilled by the closing date of the application and he/she should be able to produce the relevant certificates when requested.
3. CPSTL has the right to call only the shortlisted candidates based on the relevancy of the Degree, experience or any other suitable criteria.
4. If required, a selection test would be held to further filter the number of candidates.
5. Applications with inaccurate or incomprehensive information will be rejected.

Managing Director

Ceylon Petroleum Storage Terminals Limited (CPSTL)

Oil Installation, Kolonnawa.

Tel: 2572597 / 2572307

