



Creating | Evolving | Growing  **Trincomalee & Delgoda**

Cashier

Singer Finance (Lanka) PLC, a subsidiary of Singer (Sri Lanka) PLC, incorporated on 19th April 2004 is licensed by the Monetary Board of the Central Bank of Sri Lanka under the Finance Business Act No. 42 of 2011.

We invite applications for above position at **Trincomalee and Delgoda Branches**.

Job Profile

- Receive, process, and acknowledge all incoming receipts, cheques, and bank deposits..
- Deposit cash and cheque collections into bank accounts on a daily basis.
- Reconcile payments with relevant documentation and update both system and manual records accordingly.
- Attend to customer queries and provide them feasible solutions.
- Maintain cordial relationships with customers and other financial institutions.

Candidate Profile

- Age between 21-26 years.
- Posses GCE (A/L) and GCE (O/L) Qualifications with Credit passes for English Language and Mathematics.
- Part qualification in AAT or IBSL will be an added advantage.
- Exposure to computerized accounting application packages.
- Posses excellent computer literacy in MS Office applications.
- Ability to converse fluently in English and Sinhala.

The above position comes with an attractive remuneration package, including fringe benefits stipulated by Singer Group. Please send your resume via an email to **hrsfl@singersl.com** with contact details of two non related referees within 14 days of this advertisement. Please indicate the post applied in your email subject.