

## **Assistant Manager - Finance**

**Union Assurance** is a leading corporate and one of the fastest growing entities in the Life Insurance industry backed by the strength and stability of John Keells Holdings PLC, one of Sri Lanka's largest conglomerates.

### **The Job Role:**

The person will be responsible to ensure that all receivables for Union Assurance (UA) are correctly reported.

### **Principle Accountabilities:**

- Ensure that all receivables for UA are correctly reported in a timely and accurate manner
- Review, process and reconcile incoming payments and invoices in accordance with UA's policies and procedures
- Prepare and maintain accurate records and documentation for all accounts receivable transaction
- Resolve customer queries and disputes related to accounts receivable
- Perform month-end closing activities, including preparation of reports and account reconciliations with the cash operations team at the branches
- Monitor and report on accounts receivable aging, and follow up with customers to ensure timely payments
- Track and report on key performance indicators related to accounts receivable, and identify areas for improvement
- Monitor and report on customer credit limits and credit terms, and make recommendations for changes as necessary
- Provide support to the manager in executing their duties

### **Qualifications and Experience**

- Bachelor's Degree in Accounting / Finance / Management from a recognized university.
- Minimum 2 - 3 years' experience in Senior Executive capacity with 08+ years overall experience.
- Professional qualification in CASL/ACCA/CIMA is essential.
- Proficiency in financial planning software such as MS Office and SAP
- Technical knowledge on accounting standards.
- Excellent report-writing and communication skills
- Knowledge on current Insurance reporting and operations
- Exceptional communication skills and expertise in planning and organizing.
- Strong adaptability, work under pressure and capacity to work in fast-paced environments.
- Ability to work independently and in a team-oriented environment.

The selected candidate for the above position will be entitled to an attractive remuneration package. Applicants who are interested are encouraged to apply on or before 06th June 2025.

Union Assurance PLC

22 May 2025