

Process Associate - Finance & Accounting

Infomate (Pvt) Limited is a fully owned subsidiary of John Keells Group and provides outsourced Accounting & Payroll Services to the companies within the John Keells Group and other local and foreign clients.

Job Responsibilities

- Following/Completing a degree in Accounting, Finance, Commerce, or a professional accounting qualification is a plus (CIMA, CA, ACCA, AAT, CMA, CPA)
- 1 year of experience in accounting or finance preferred. (An internship counts!)
- Strong communication, teamwork, and analytical skills.

Person Specifications

- Manage daily financial operations, including payments, bank reconciliations, and client queries
- Transaction Processing in ERP
- Will get the exposure in AP, GL , FA areas
- Handling some periodical tasks

If you're interested, please send your resume to careers.infomate@keells.com. Please state the position you're interested, in the subject line of your email.

InfoMate (Pvt) Limited

22 May 2025