

Executive - Finance

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Union Assurance is a leading corporate and the fastest growing entity 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:

The person will be responsible for ensuring accurate and timely management of all receivables for Union Assurance, addressing escalations and queries related to accounts receivable, ensuring that all reporting is correct, and maintaining a smooth cash collection process

Principal Accountability:

- Develop and implement plans to ensure accurate reporting of all receivables for Union Assurance (UA)
- Collaborate with the manager to establish policies and procedures for the payment department
- Ensure timely and accurate escalation and resolution of all Accounts Receivable (AR) queries
- Monitor and improve the AR processes to ensure efficiency and effectiveness
- Review and reconcile all AR transactions and ensure timely and accurate recording in the books
- Monitor and ensure all AR related documentation is up-to-date and accurate
- Generate and maintain AR reports and present them to the manager, as required
- Liaise with internal stakeholders to ensure all AR related information is accurately reported
- Track AR performance and provide regular updates to the senior team
- Monitor AR trends and identify potential issues, risks, or opportunities
- Resolve queries agents, employees with respect to receivables
- Manage escalations and complex accounts receivable issues; connect with vendors as when required
- Ensure compliance with all relevant laws, regulations and policies related to AR
- Manage AR-related escalations and provide timely updates to relevant stakeholders

Qualifications and Experience:

- Bachelor's degree in finance/accounting from a recognized university/ Institute
- Minimum 2 years of experience in finance operations from Insurance industry or a related field.
- Part qualification in CA/ACCA/CIMA will be an added advantage.
- Ability to work under minimum supervision, multi-task and work under pressure
- A self-motivated individual as well as a team player
- Impeccable attention to detail with quality focus

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 18th July 2025.

Union Assurance PLC

7 Jul 2025



John Keells Group is an equal opportunity employer, and we invite applications from all suitably-qualified individuals to join our team.