

# ACCOUNTS ASSISTANT

## YOUR ROLE:

- Preparation of Accounts, GL Reconciliations and Bank Reconciliations.
- Preparing payments, invoices and posting receipts.
- Preparing tax related schedules and entering in RAMIS system.
- Coordination of all finance and accounts related functions pertaining to the company liaising with the Group Finance Team.

## YOUR PROFILE:

- Passed GCE (A/L) Examination in Commerce Stream.
- A Bachelor's degree in Finance or Accounting from a recognized University/ Institute, and/or part qualification in AAT.
- Good command of English (written and spoken) along with excellent interpersonal skills.
- Ability to work independently and exercise initiative with minimum supervision.
- Conversant with MS Office packages (Word/Excel).
- Excellent interpersonal skills whilst being a team player.

## Apply for this job

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George Steuart



BELIEVE

George Steuart & Company Ltd.

No. 439, Galle Road, Colombo 03, Sri Lanka.

T +94 117 792 400 | F +94 11 2554319 | E [info@georgesteuart.lk](mailto:info@georgesteuart.lk)



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