



Airport & Aviation Services (Sri Lanka) Limited



We are looking for highly motivated individuals with right attitudes to fill the following vacancies at Bandaranaike International Airport

POST OF ACCOUNTS ASSISTANT GRADE II

- 1 Job Scope** : Accounts Payable/ Accounts Receivable/ General Ledger/ Assets/ Payroll Management/ Projects/ Budgetary Control
- Involvement within the limited functional job scope as per the requirements
- 2 Key Responsibilities** :
- i. Maintain and update all records of Accounts payable, Accounts Receivable, General Ledger, Assets, Payroll Management, Projects and Budgetary Control system ...etc.
 - ii. Create and update reports as requested by supervising officers
 - iii. Enter financial transactions into internal databases & ERP systems
 - iv. Check computerized systems for accuracy
 - v. Maintain digital and physical financial records
 - vi. Issue invoices to customers and external partners as instructed by supervising officers
 - vii. Involvement within the limited functional job scope as per the requirements
 - viii. Carry out any other duties and special tasks assigned/ entrusted by the immediate Supervisor or Senior officers
- 3 Qualifications** : Should have possessed Intermediate of ICASL/ CIMA/ ACCA
- 4 Experience** : Should possess a minimum of Four (04) years experience in Auditing/ Accounting/ Cashiering in a reputed organization
- 5 Age** : Below 35 years on the closing date of applications
- 6 Salary** : The remuneration package offered will be attractive. In addition, the selectees will receive attractive fringe benefits.
- 7 Method of selection** : Selection will be made after a written test and an interview

General

The selected candidates will have to perform duties at any Airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen application given on our Website (<http://www.airport.lk>>Corporate>Careers) with copies of the relevant certificates to be reached to the address "Chairman, Airport & Aviation Services (Sri Lanka) (Private) Limited, Bandaranaike International Airport, Katunayake" on or before **March 04, 2025** only by Registered Post or Courier Service. Please indicate the post applied for on the top left hand corner of the envelope.

Please note that the applications without copies of the relevant certificates and forwarded in other modes and not in accordance with the specimen given on our Website will be rejected.

Please note that only the short listed candidates will be notified.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**

23/02/2025