

ACCOUNTS ASSISTANT

REQUIREMENTS

- Possess a sound academic background with G.C.E (A/L)
- Possess part qualification in CMA or AAT
- Be computer literate
- Ability to use Quick book accounting package & MS office
- Excellent command in English written & Verbal
- One year experience in a similar capacity
- Ability to work under pressure with minimum supervision meet the deadline

JOB RESPONSIBILITY

- Cash handling and banking
- Ensuring payment amounts & records are correct
- Recording & filling cash transaction
- Invoice processing & filling
- Preparing daily income report.



Click the link in the description to apply or send your cv to:
vacancy.britishway@gmail.com



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