

# BMICH

**SWRD BANDARANAIKE NATIONAL MEMORIAL FOUNDATION  
THE OWNER AND MANAGEMENT ARM OF THE BMICH INVITE  
APPLICATIONS FOR THE BELOW POSITION**

## **FINANCE EXECUTIVE**

We are seeking a skilled and motivated Finance Executive to join our team. The successful candidate will play a critical role in ensuring timely and accurate financial reporting. You will work closely with other departments to provide key financial information and support our overall business objectives. If you have a passion for finance and a desire to contribute to the growth of our organization, we encourage you to apply for this exciting opportunity.

### **Responsibilities: -**

- Oversee the day-to-day processing of accounts payable and accounts receivable transactions, ensuring accuracy, timeliness, and adherence to payment terms and credit policies.
- Ensuring accurate and timely entry of financial data into the accounting system. Perform regular reconciliations of bank statements, general ledger accounts, and intercompany transactions.
- Manage cash flow by monitoring and projecting cash inflows and outflows. Maintain relationships with banks and manage transactions related to cash disbursements and collections.
- Assist in Preparing financial reports, such as monthly financial statements, variance analysis, and performance reports. Provide insights and recommendations based on the analysis to support operational decision-making.
- Compliance and Audit Support: Assist in compliance with financial regulations and internal control requirements. Support internal and external audits by providing requested documentation and explanations.
- Prepare and file various tax returns, such as income tax, sales tax, and value-added tax (VAT). Stay updated on changes in tax laws and regulations to ensure accurate and timely compliance.
- Experience in Financial Strategy and Decision Support including financial modelling, scenario analysis, and investment appraisal. Support decision-making processes with accurate and insightful financial analysis is added advantage.

### **Educational Qualifications & Experience**

- Fully qualified in AAT or Completed Business level ii of CASL, CIMA and ACCA or related field.
- Minimum of 3 years of relevant work experience is essential.

### **Age band & Attributes**

- Age below 35 years.
- Strong analytical skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, with experience using ERP or Accounting software packages preferred.
- Willingness to be flexible in work arrangements and adherence to meet tight deadlines.

### **How to apply for above position: -**

- Please forward your CV along with contact details on or before 14<sup>th</sup> June 2023 to [careers@bmich.com](mailto:careers@bmich.com)
- Only those possessing the minimum advertised qualifications, experience, age band and attributes will be shortlisted for preliminary interviews.
- The selection decision of the interview panel will be final and selections will purely be on merit

