https://www.lankatalents.lk/job/accounts-executive-home-appliances-division/

Accounts Executive – Home Appliances Division

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Electronic and Electrical Industry

Employment Type
Full-time

Job Location
Bambalapitiya

Valid through
09.10.2026

Description

Lanka Talents Creation (Pvt) Ltd is seeking a detail-oriented and motivated Accounts Executive to join the Home Appliances Division. The successful candidate will support day-to-day accounting operations, financial reporting, reconciliations, supplier and customer accounts, import-related accounting activities, and audit coordination.

This is an excellent opportunity for an accounting or finance professional who wants to develop their expertise in a dynamic business environment.

Responsibilities

- Handle supplier payments, petty cash, and invoice processing.
- Perform daily bank reconciliations and ensure the accuracy of financial records.
- Assist in preparing monthly Profit & Loss Statements and Balance Sheets.
- Maintain and update debtors and creditors ledgers, ensuring timely collections and payments.
- Coordinate with auditors and support year-end audit activities.

Qualifications

- Bachelor's Degree in Finance or a relevant field, or part qualification in CA or CIMA.
- 1–3 years of experience in Accounting or Finance.
- Strong knowledge of MS Excel and accounting software.
- Good understanding of financial reporting and reconciliation procedures.
- Excellent attention to detail, time-management, and communication skills.

Contacts

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