

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

Accounts Executive – Home Appliances Division

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

📧 **Apply:** dehara@lankatalents.lk

☎ **070 500 2122**

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

Electronic and Electrical Industry

Employment Type

Full-time

Job Location

Bambalapitiya

Valid through

09.10.2026