https://www.lankatalents.lk/job/senior-finance-executive-assistant-accountant/

Senior Finance Executive / Assistant Accountant

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Engineering & Technology Solutions

Employment Type
Full-time

Job Location
Piliyandala, Piliyandala

Description

The **Senior Finance Executive** / **Assistant Accountant** will be responsible for managing and maintaining the financial operations of the Sentab Group of Companies. The role involves preparing Management and Final Accounts, handling financial reporting, reconciliations, cash-flow monitoring, AP/AR management, statutory compliance, and supporting management with accurate financial information for effective decision-making.

The successful candidate will also coordinate month-end and year-end closing activities, liaise with external auditors, maintain proper accounting records, identify financial discrepancies, and contribute to strengthening financial controls and accounting processes across the Group.

Responsibilities

- Prepare Management Accounts, Final Accounts, and financial statements.
- Coordinate month-end and year-end closing processes.
- Prepare P&L, Balance Sheets, Cash-Flow Statements, and supporting schedules.
- Manage bank, supplier, customer, and inter-company reconciliations.
- Monitor AP/AR, cash flow, statutory compliance, and financial reporting.

Job Benefits

Salary – Rs. 75,000 – Rs. 100,000 gross, negotiable based on qualifications and experience

On – Site Job

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Qualifications

- Professional qualification in Accounting, Finance, or a related field.
- 3–5 years of relevant Finance/Accounting experience.
- Strong knowledge of financial reporting and Sri Lankan statutory requirements.
- Hands-on experience in Accounts Payable (AP), Accounts Receivable (AR), reconciliations, and general ledger management.
- Excellent MS Excel, analytical, numerical, and communication skills.

Contacts

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