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Assistant Accountant

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 skilled and detail-oriented Assistant Accountant to join a growing team. The successful candidate will be responsible for supporting day-to-day accounting operations, preparing management accounts, handling reconciliations, coordinating with auditors, and maintaining accurate financial records.

This opportunity is ideal for an experienced accounting professional with strong knowledge of import costing, inventory valuation, management reporting, and ERP/accounting systems.

Responsibilities

- Prepare accurate and timely monthly management accounts.
- Perform bank reconciliations and manage day-to-day banking transactions.
- Liaise with external auditors and ensure the timely completion of audits.
- Assist in import costing and stock valuation processes.
- Maintain and update financial records using ERP systems or accounting software.

Qualifications

- Minimum 5 years of accounting experience.
- Experience in Import, Storage, Sales & Marketing, and After-Sales Service sectors will be preferred.
- Strong expertise in import costing and inventory valuation is essential.
- Proven experience in preparing and presenting Management Information Reports (MIRs).
- Minimum 2 years of experience in an audit firm is essential.
- Proficiency in MS Excel.

Contacts

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