

## **Euro Motors (Private) Limited**

### **Accounts Executive – Colombo**

#### Job Duties

1. Preparation & Finalization of Bank Reconciliation Reports
2. Preparation & Finalization of Current Account Reconciliation
3. Preparation & Finalization of Final Accounts ( Income Statement /Balance Sheet /Cash Flow Statement)
4. Preparation of Weekly Debtor Report (Showing Opening Balance & During the Week Transaction & Closing balance)
5. Amalgamating location wise final accounts for each month and Amalgamating monthly final account for the year

#### Qualifications and Experience

1. Partly qualified in CMA.
2. Minimum 3-4 years of experience in a reputed Audit firm/ commercial industry.
3. Prior experience in working in an ERP environment is an added advantage.
4. Good communication skills in English is a must
5. Thorough technical knowledge in financial aspects.
6. Possess a valid driving license / Willing to travel to Branches within Colombo
7. Willing to work on Saturday 8.30 to 1.00pm.
8. Age between 25 - 35 years.

If you are the right person we are looking for,

Forward your CV's via [cmastuser@gmail.com](mailto:cmastuser@gmail.com) (Please mention the post and the company name you are applying in the subject line in your email. Please send us your resume including the contact details of two non – related referees on or before 25th January 2016)