

Vacancy : Accounts Assistant
Company Name : Hemas Pharmaceuticals

ROLE PROFILE

- ❖ Candidate should possess a part qualification in CMA.
- ❖ Should possess 1 to 2 years working experience in a similar operation
- ❖ Sound knowledge in MS Office application
- ❖ Should have a very good command of spoken English and Sinhala
- ❖ Ideal candidate should be below 25 years of age
- ❖ Sensitivity to confidential matters is a must.

JOB PROFILE

- ❖ Primarily responsible to scan and update all payments requisitions, journal entries, receipts, bank advices, cash and cheque deposits etc. to Shared Service Centre
- ❖ Follow up with the Shared services for all the Payment related matters.
- ❖ Distribution of Cheque while maintain a Cheque register to ensure payments are handed over to the relevant parties in due course.
- ❖ Manage the cooperate library of Hemas Pharmaceuticals
- ❖ Assist for any other ad hoc/routine assignments in finance division

If you are the right person we are looking for,

Forward your CV's via 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 9th February 2016)