

WE ARE HIRING



We are on the lookout for a dynamic and an energetic individual to join our Finance and Accounting team to carry out operational tasks relevant to the department.

Accounts Executive – Head Office


Job Responsibilities:

- Process all payments and ensure appropriate ledger posting.
- Carryout bank and payment reconciliations.
- Coordinate bank arrangements and update payment schedules.
- Assist in preparing monthly accounts and other statutory reports.
- Perform additional duties that commensurate with this job role, as and when required.

You should possess:

- A Bachelor's degree in Accounting/ Finance/ Business Management and/or part qualification from the CIMA/ ACCA/ CMA.
- Minimum 2 years' experience in similar capacity.
- Sound knowledge in MS office package.
- Fluency in English and Sinhala languages.
- Trustworthiness and capability to maintain a high level of confidentiality of information.
- The ability to work with minimum supervision.
- Analytical thinking.
- IT literacy

Email your CV along with contact details of two non-related referees within 07 days of the advertisement to candidates@voguejewellers.com

Head of Human Resources
Vogue Jewellers (Pvt) Ltd.
No. 528, Galle Road, Colombo 03, Sri Lanka.
Tel : 011 2 414 414 /  076 9 880 422

