

ACCOUNTS EXECUTIVE

We are excited to announce an opening for the role of Accounts Executive at Sri Lanka Cricket. Join our dynamic team and play a vital role in ensuring seamless financial operations within our organization.

• Main Job Responsibilities

- Process various types of payments, including invoices, bills, and employee salaries, while ensuring accuracy and adherence to payment schedules
- Collaborate with internal teams to gather required information for payment processing and resolve any discrepancies
- Maintain records of financial transactions and reconcile accounts to ensure accuracy
- Generate financial reports related to payments and expenses, providing valuable insights for decision-making
- Liaise with vendors and suppliers to manage payment terms, address inquiries, and foster positive relationships
- Ensure compliance with financial regulations and internal policies throughout the payment process
- Contribute to process improvement initiatives to enhance efficiency and effectiveness

• Qualifications & Experience

- Bachelor's degree in Finance, Accounting, or part qualifications of CA Sri Lanka, ACCA, CIMA
- Proven experience in a similar role, demonstrating proficiency in payment processing and financial record-keeping
- Strong understanding of accounting principles and practices
- Familiarity with accounting software and financial management tools
- Exceptional attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to work collaboratively in a fast-paced environment
- Strong problem-solving skills and the ability to make informed decisions

An attractive and negotiable remuneration package with other fringe benefits and excellent career prospects await the right candidate.

All applications should be forwarded to vacancies@srilankacricicket.lk along with the names of two non-related referees within 7 days from the date of this advertisement.

*Please mention the post applied for on the subject line of the email

*Please ensure all employment criteria is met prior to applying