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தேசிய மொழிக்கல்வி மற்றும் பயிற்சி நிறுவனம்
**National Institute of Language Education
and Training**



Applications are invited for the Post of Accountant that is vacant in the National Institute of Language Education and Training

This is a Semi Government institution established by the Parliament Act No. 26 of 2007 and applications are invited for the Post of Accountant that is vacant in the Head Office situated in Makumbura, Pannipitiya.

Recruitment for the Post of Accountant

Duties :

- Obtaining the grants required for the institute and financial management
- Being responsible to the institute through the Director General regarding financial activities of the institute
- Preparation of rules and regulations for financial administration
- Supervision of Budget and Final Accounts and coordination
- Representing the Tender Board of the institute and monitoring the stores activities
- Being responsible to ensure that the accounts activities are performed by the officers of the accounts division
- Any other duties relevant to the post entrusted by the competent authority for appointments

Nature of Appointment :

Post is permanent with entitlement for Employees Provident Fund and Employees Trust Fund.

Salary Scale : MM 1-1 2006 Grade II – Rs. 53,175 – 10x1,375 – 15x1,910 = 95,575/-

- If applying for the Post of Accountant as Internal or External Applicants

Educational Qualifications :

- (a) Should have obtained a Special degree in Financial Management or Accounting or
- (b) Should have passed the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) / Institute of Chartered Management Accountants (CIMA) of U.K.
- (c) Should have obtained at least 01 year's experience in Financial Management field in a post after completing either (a) or (b) above which are considered as the minimum qualification for recruitment.

Age :

Should be not less than 22 years and not more than 45 years. (Maximum age limit is not applicable to internal applicants.)

Recruitment of Internal Applicants :

Completion of five (05) years satisfactory service in the Post of Accounts Officer in the Junior Management Service Category (JM) of the institute.

General conditions for the above post :

- (a) Applicants should be citizens of Sri Lanka
- (b) Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
- (c) Employee should contribute 8% of the salary to Employees Provident Fund (EPF) and the employer will contribute 12% to the Employees Provident Fund and 3% to the Employees Trust Fund

Method of Applying :

Self prepared application including the Bio-Data, names, telephone numbers, email address and postal address of two non-related referees along with copies of educational / professional qualifications should be sent by registered post to the address given below to receive on or before **17th January 2024**. Post applying for should be mentioned on the left top corner of the envelope containing the application. Applicants already in government / provincial public / state corporation service should direct their applications through the heads of the respective institutions.

Chairman

National Institute of Language Education and Training

No. 321/1A, High Level Road

Makumbura

Pannipitiya