



ELCARDO

SINCE 1985

Elcardo Industries(Pvt) Ltd is well established manufacturing company and during our carrier of industrial business.

we were the first ever Roller Door Company to be awarded with **ISO 9001:2015** respectively nationally and internationally in recognition of the quality and the services that we have rendered to our valuable customers.

WE'RE *HIRING*

ACCOUNT ASSISTANT

For Nawala

KEY RESPONSIBILITIES

- Input and maintain accurate financial data into Microsoft Dynamics ERP system.
- Support accounts receivable activities by generating invoices, following up on overdue payments, and reconciling customer accounts.
- Assist in bank reconciliation processes to ensure accuracy and identify discrepancies.
- Prepare and distribute financial reports under the guidance of senior accounting staff.
- Monitor and record expenses, verify receipts, and ensure compliance with company policies.
- Perform various administrative tasks including filing documents, maintaining records, and answering phone calls.
- Collaborate with team members to gather information, resolve issues, and support overall financial operations.

JOB REQUIREMENTS

- Following a degree or any relevant qualification such as AAT, ICASL, ACCA, CIMA or CMA.
- Successful completion of GCE A/L examination.
- At least one year of experience in a comparable role.
- Proficiency in both independent work and collaborative teamwork.
- Previous experience in an audit firm is preferable.
- Availability to work on Saturdays from 8:30 am to 1:00 pm is required.

An attractive remuneration package is on offer based on experience & individual skills

For those who are interested please apply with contact details of two non-related referees, along with your contact details and a passport sized photograph immediately to the **careers@elcardo.com**

HR Department

Elcardo Industries (Pvt) Ltd.

No:42, Narahenpita Road, Nawala. Tel: 070-1779622

www.elcardo.com

"We thank all applicants but only those shortlisted will be informed of the outcome of their application"