



We Are HIRING

Accounts Assistant

Job Description:

As an Accounts Assistant, you will be key in supporting our finance department & office operations. Your responsibilities will include, but not be limited to:

- Supporting accounts payable and receivable processes including invoice processing reconciliations, and data entry.
- Collaborating with the finance team to assist in financial reporting, banking & and all other administrative work.
- Managing and organizing documents, both physical and electronic, ensuring accuracy and accessibility.
- Assisting with general administrative tasks such as answering phones, managing emails, and maintaining office supplies.

Requirement:

The ideal candidate will possess the following qualifications:

- Passed GCE A/L. AAT or similar professional qualifications will be an added advantage.
- Proven experience in a finance department is a must.
- Basic understanding of accounting principles and experience with accounting software (QuickBooks is a plus).
- Proficiency in MS Office, particularly Excel and Word.
- Excellent organizational and time management skills with a keen eye for detail.
- Strong communication and interpersonal abilities.
- Candidate (Aged 20-30) with a motorcycle is preferred.



Visit Our Website

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SUBMIT YOUR CV
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