

About us

SriLankan Airlines Ltd, the national carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, Europe and Australia. The airlines has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.

Job Description

Assist Payments Manager/ Senior Manager Financial Services in monitoring and controlling disbursements system-wide effectively & ensure that LKR & Foreign currency payments are done on due dates.

Key responsibilities will include:

- Ensure timely and accurate processing of all foreign currency supplier payments (other than Engineering, Overseas Stations & Duty Free) & Ground Support Equipment (GSE) supplier payments to ensure non interruption to services.
- Checking and approving disbursement to suppliers for goods/services according to regulatory requirements, payment policies of the organization & within approved levels, meeting contractual obligations to safeguard the Company's interests.
- Reconciliation of General Ledger accounts on a monthly basis and carry out necessary adjustments to facilitate, complete and update information. Initiate follow-up action on the outstanding balances in creditor's ledger on a regular basis.
- Monitor advance payments relating to GSE Vendors & all foreign currency advance payments other than engineering, overseas stations and follow up on settlements within due days.
- Co-ordinate and ensure timely transferring of Foreign Currency Online batches.
- Monitoring of quarterly vendor reconciliations and follow-up on discrepancies. Preparation of Financial Services user manual and doing updates on periodic basis.
- Monitoring and assisting to do the accounting of SriLankan Catering invoices and clear long outstanding invoices in order to reflect the correct outstanding balance in the system and validating the invoices.
- Checking and authorization of SVAT credit vouchers, Participating in Technical Evaluation Committees in selecting service providers, and assist in month-end and year-end closures.
- Provide information to Payments Manager/Senior Manager Financial Services as and when required and assist in monitoring the function of disbursements to vendors and supervise subordinate staff & ensure that foreign currency and local currency payments are made when due.
- Ensure subordinate staff are trained, guided and motivated to achieve increased commitment and efficiency. Present accurate & timely management information to facilitate the decision making process as and when requested.

Requirements

Passed finalist of the Institute of Chartered Accountants of Sri Lanka (CA, Sri Lanka)/ Chartered Institute of Management Accountants, UK (CIMA, UK)/Association of Chartered Certified Accountants (ACCA) with 2 years of experience in the relevant discipline.

The upper age limit should be 35 years as of 20th April 2024 which is the closing date.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.