



ACCOUNTS ASSOCIATE – REVENUE ACCOUNTING

Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications & ethics for the post of Accounts Associate – Revenue Accounting. The successful candidate will report to Manager - Finance and be responsible for tasks optimizing the productivity of the company.

KEY RESPONSIBILITIES INCLUDE:

- Invoice on a daily basis for inflight catering, laundry service & frozen meals.
- Preparation of monthly sales reports.
- Manage receivables.
- Liaise with CCU & Dispatch Unit at loading bay and reconcile with loads, meals, extras, special uplifts etc.to ensure accuracy of daily invoices of inflight catering.
- Observation of the process of gate passes and reconcile with invoices.
- Maintain an effective file management system and maintain confidentiality of all management information at all times.
- Assist business planning and budgetary process for financial forecasts.
- Maintain accurate, timely and high-quality information in the inflight catering system.
- Ensure that existing manual processes are automated wherever possible.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Minimum 06 years' or more Experience in Finance.
- A Degree / Advanced Diploma (03 years) in Finance, Business Management, Business Administration or similar discipline from a recognized university would be an added advantage.
- Full or Part Professional Qualification in the relevant field.
- G.C.E (O/L) qualification with credit passes for English and Mathematics and G.C.E (A/L) qualification.
- High Level of IT Literacy with excellent Knowledge in Microsoft Excel.
- Excellent writing & oral communication skills, negotiation / problem solving skills and analytical skills.
- Sound planning and organizing skills coupled with a methodical approach to work.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to careers@srilankancatering.com including 2 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Human Resources & Administration Manager

SriLankan Catering Limited

PO: Box: 07

Airline Centre, Bandaranaike International Airport

Katunayake.

Please visit us on www.srilankancatering.com/careers for more details