

# Book Keeper – 01

Posted on Friday, December 26th, 2025



*If you are proactive, highly motivated, results oriented and ready to embark on a challenging career – Come join us*

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
<p><b>Book Keeper</b> Based in National Headquarters in Colombo <b>HRM 028/2025</b> Salary 45,000/- + 15% EPF &amp; ETF</p>	<ul style="list-style-type: none"><li>- G.C.E. A/L qualification in the Commerce stream, with</li><li>- Part qualification from a recognized professional accounting body.</li><li>- Experience and knowledge in accounting and bookkeeping processes.</li><li>- Computer literacy with working knowledge of computerized accounting systems will be an added advantage.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge in MS Office</li><li>• Good communication and inter-personal skills</li><li>• Language skills in oral and written Sinhala/ Tamil and English</li></ul>

Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

## General Requirements

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews.

Please email your application to [jobs@redcross.lk](mailto:jobs@redcross.lk) on or before 31.12.2025 (HRM 028/2025).