



## ENTER THE REWARDING WORLD OF INSURANCE!

People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

### Staff Assistant Grade II – Finance Department Location- Head Office

#### Responsibilities

- Responsible to issue receipts for cash and cheque collection and maintain cash collection under safe custody.
- Issue receipt for payments received by cash, cheque, credit cards, salvage slips or automatic debts.
- Assist to update month end journal entries to the GL.
- Coordination with branches to resolve issues relate to payment receipts.
- Handling customers smartly and provide necessary information for customers inquiries.
- Physically verify the cash and cheque collection balances in the cash box beginning and end of each working day; reconcile with cash book summary to ensure that amounts are correct.
- Handing over daily collection for banking purpose after reconciles the same with the cash book summary.
- Maintain the receipt and related documents in a chronological order.
- Provide financial information for management review.
- Update information in relevant systems.
- Handle /attend special assignments/ projects assigned by the Management / Supervisors as per the timely requirement of the organization.
- Any other specific duties and responsibilities entrusted by the Management / Superiors.

#### Applicants should possess the following

- G.C.E (O/L) with Credit passes for Mathematics and English & G.C.E (A/L) with three passes
- Part qualification in the relevant field of Accounting/ Finance –CA Sri Lanka/ CIMA (UK)/ ACCA (UK) will be an added advantage.
- Versatile knowledge in MS Office packages.
- Preferred 1 years' experience in finance /accounting covering above areas
- Good communication skills
- Be a good Team Player with an ability to coordinate with Staff and work independently.
- Ability of completing the task at a given time period.
- Be pleasant and should be with a positive attitude.

An attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.  
Email : [careerspeoplesinsurance@plc.lk](mailto:careerspeoplesinsurance@plc.lk)

(Please specify the designation that you wish to apply as the subject of the e-mail)

A member of People's group

