

JOIN OUR TEAM





# WE ARE HIRING

## Trainee Accounts Assistant

HOTEL THILHARA (PVT) LTD, Colombo







### Key Responsibilities

-  Handling daily accounting activities.
-  Managing payment processing and documentation.
-  Assisting in the preparation of monthly management accounts.
-  Maintaining proper filing and documentation of financing in other and administrative duties of financial as assigned.

 Location: Union Place, Colombo 02

### Job Requirements

-  Passed G.C.E. A/L (Advanced Level) in Commerce stream or following AAT / other related accounting qualification.
-  Basic knowledge of MS Office (Word, Excel).
-  Knowledge of QuidBlocks (QB) or working experience field would be an advantage.
-  A strong desire to learn and grow in an accounting environment.

Ready to join us? Send your resume to [hotel.thilhara@gmail.com](mailto:hotel.thilhara@gmail.com)