

# RECRUITMENT TO THE POST OF ACCOUNTS OFFICER & POST OF ADMINISTRATIVE OFFICER

## GALLE HERITAGE FOUNDATION

OF THE STATE MINISTRY OF NATIONAL HERITAGE,  
PERFORMING ARTS AND RURAL ARTS PROMOTION

**ACCOUNTS OFFICER (ONE POST)**

**ADMINISTRATIVE OFFICER (ONE POST)**

Applications are hereby called from Sri Lankan citizens for the above posts in the Galle Heritage Foundation. Applications, together with photocopies of relevant certificates, should be sent by registered post to the Chairman, Galle Heritage Foundation, to reach him on or before 06th May, 2022. Applications received after the above date shall be rejected. The name of the post applied for should be marked at the top left-hand corner of the envelope.

### MINIMUM QUALIFICATIONS AND NATURE OF DUTIES APPLICABLE TO THE POST OF ACCOUNTS OFFICER

#### MINIMUM QUALIFICATIONS

- (1) (i) A Degree in Commerce/Management/Accountancy awarded by a University recognized by the University Grants Commission; **or**
  - (ii) Four-year Higher National Diploma in Accountancy; **and**
  - (iii) Passing Intermediate examination of the Institute of Chartered Accountants of Sri Lanka (ICASL); **or**
  - (iv) Passing Intermediate examination of the Chartered Institute of Management Accountants (ACCA); **or**
  - (v) Passing intermediate examination of the Association of Chartered Certified Accountants (CIMA).  
(Those who have obtained qualifications equivalent to the intermediate level of the above mentioned professional institutes, after such institutes have restructured their syllabuses, could also apply.)
- (2) Capability of performing accounting functions and preparation of reports using accounting software packages.

Experience in the field of Accounting in the public sector will be considered an added qualification.

#### NATURE OF DUTIES

Management of all matters concerning finance and accounts of the Galle Heritage Foundation, preparation of annual budget estimates, making income-generating investments, submitting financial reports and participating in meetings relevant to such matters, engaging with the Ministry in matters pertaining to financial transactions and coordinating all such matters, submitting information necessary for annual auditing and attending to any other matters entrusted from time to time by the head of the institution.

### MINIMUM QUALIFICATIONS AND NATURE OF DUTIES OF THE POST OF ADMINISTRATIVE OFFICER

#### MINIMUM QUALIFICATIONS

Possessing a Degree from a recognized University and a minimum of three years' post-degree experience in the field of Human Resource Management in an institution recognized by the Government.

#### NATURE OF DUTIES

Administration, supervision and control of all office work. Attending to any other matters entrusted from time to time by the head of the institution.

### COMMON CONDITIONS APPLICABLE TO BOTH POSTS

1. The post is permanent. The selected applicant should contribute to the Employees Provident Fund and the Employees Trust Fund,
2. The appointment is subject to a probationary period of three years.
3. Applicants should be not less than 22 years and not more than 45 years of age on the closing date of applications.
4. **Salary Scale** : Monthly salary in accordance with Management Service Circular No. 2 (2016) of Rs. 42,600 - 10x755 - 18x1135 - 70580, plus cost of living allowance approved by Government. (The selected applicant will be placed at the relevant initial step of the above salary scale.)
5. Applicants should possess proficiency in using computers. Should also be proficient in English.
6. **Mode of Recruitment** : Selection will be made through a Structured Interview conducted by a Board of interview appointed with the approval of the Board of Management of the Galle Heritage Foundation and the Secretary of the State Ministry of National Heritage, Performing Arts and Rural Arts Promotion.
7. Names, addresses and telephone numbers of two non-related referees should be mentioned in the application.
8. Applicants already employed under Ministries, Government Departments, Provincial Public Service, State Corporations, Boards and Statutory Institutions, should submit their applications through their heads of Institution.

Applications could be downloaded from the official website of the Galle Heritage Foundation [www.galleheritage.gov.lk](http://www.galleheritage.gov.lk)

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