



# **SRI LANKA MEDICAL COUNCIL**

## **VACANCY**

### **Post of Management Assistant - Finance and Administration - Contract Basis**

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 35 years of age as at 18.04.2022 for the above vacancy.

#### **Required Qualifications and Experience :**

1. G.C.E. (O/L) Examination (Should have passed all subjects in one sitting).
2. G.C.E. (A/L) Examination (Should have passed all subjects in one sitting - Commerce Stream).
3. Degree in Finance or Accounting will be considered as an added advantage.
4. Language Proficiency in English and Sinhala/Tamil.
5. Proficiency in MS Office applications and QuickBooks Accounting applications.
6. Previous work experience in a similar role and organization will be considered as an added advantage.
7. Preference will be given to candidates who live within 10 km of the Sri Lanka Medical Council.

**Job Description** – Responsible for performing duties related to financial operations. The scope of this position shall be to execute and manage the key processes and day-to-day duties assigned by the Head of Finance.

Applications, along with a curriculum vitae including two non-related referees, should be addressed to the Registrar, Sri Lanka Medical Council, to reach the SLMC on or before 18 April 2022.

Please mention “**Post of Management Assistant-Finance**” on the left corner of the envelope.

**Dr. Ananda Hapugoda**

**Registrar,**

**Sri Lanka Medical Council**

**No 31, Norris Canal Road, Colombo 10.**

03.04.2022