



## VACANCY

### MINISTRY OF POWER & ENERGY

#### SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from suitably qualified applicants who are citizens of Sri Lanka for the following post.

#### **Every applicant,**

Should be a citizen of Sri Lanka.

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character.

#### **Post of Book Keeper – Grade III** (No of post: 01)

#### **Job Description :**

- Maintenance of the General Ledger as advised by the Supervisor.
- Passing Journal Entries.
- Extracting Monthly trial balance and preparation of statements as required by the Supervisor.
- Preparation of Final Accounts and Reporting (Income and Expenditure Account, Balance Sheet, Cash Flow Statement, Equity Statement).
- Maintenance of Subsidiary Records (Debtors, Creditors, Fixed Assets, Prepayments, Deposits, Loans etc.)
- Attending to Audit Queries under the supervision of the immediate supervisor.
- Any other functions assigned by the Supervisor/Head of the Division within or outside the premises of the Board.

#### **Qualifications :**

##### **External Candidates:**

**Vocational:** Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission. (Subject area-Accountancy).