



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 Finance Officer (No of post: 01)

(This post is required for National Centre for Non Destructive Testing located at Bulugaha Junction, Kelaniya)

Job Description :

- Work independently in providing managerial support in accounting and purchasing to assigned line management under the supervision of the immediate supervisor.
- Provide management support to prepare Final Accounts, checking vouchers, monthly balances or preparation of documents required for auditing functions.
- Handling office routine work, correspondence, record keeping, arrangement of meetings, keeping minutes and management of filing system and managing the relevant assisting staff.
- Maintenance of relationships with the banks, clients, suppliers and financial institutions to deliver an efficient service to the organization.
- Preparation of documents and provision of supervisory services for accounting purchasing and auditing functions.
- Enlargement of knowledge base through participation in training programmes.
- Work with innovation using modern tools of office work such as computer hardware and software.
- Preparation of records and maintenance of record keeping systems and data bases.
- Any other functions entrusted by the higher management.

Qualifications :

External Candidates: - (1 or 2 below)

1. A Degree in Accountancy, Finance, Business Administration Commerce or Management which is recognized by the U.G.C.