

Post of Bookkeeper (2)

Posted on Tuesday, January 23rd, 2024



If you are proactive, highly motivated, results oriented and ready to embark on a challenging career;

Come join us!

POST	QUALIFICATIONS & EXPERIENCE	COMPETENCIES REQUIRED
Bookkeepers		
02 Positions	<ul style="list-style-type: none">Part qualification of a recognized professional accounting body or following a professional examination	
Based at the National Headquarters in Colombo	<ul style="list-style-type: none">Knowledge in Accounting and Book Keeping process	<ul style="list-style-type: none">Knowledge in MS Office
HRM 005/2024	<ul style="list-style-type: none">Experience in Finance Field would be an added advantage	<ul style="list-style-type: none">Good communication and interpersonal skills
Attractive Remuneration, depending on your Qualifications, Experience & Competencies	<ul style="list-style-type: none">Computer literacy with working knowledge in computerized accounting systems would be an added advantage	<ul style="list-style-type: none">Language skills in oral and written Sinhala/ Tamil and English

General Requirements

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews;

Please email your applications to: jobs@redcross.lk OR post to Director General, Sri Lanka Red Cross Society, No. 106, Dharmapala Mawatha, Colombo 07 on or before 04.02.2024 (HRM 004/2024)