



Join Our Team as a...

# Accounts Executive | Accounts Assistant

Royal Institute comprises of 5 schools (under the banner of Royal Institute International School) and a higher education arm (Royal Institute of Colombo). Royal Institute has maintained a tradition of providing quality education to students for 50 years. You will also be a part of this great organization along with a team of qualified and resourceful members of staff, if your vision and mission align with that of the organization as given below, upholding the traditions, and maintaining quality standards that will greatly help the future generations. Some of our key functions/departments include Academic, Finance, Marketing, Admissions, and other non-academic functions (sports, support staff).

## Our Vision

Royal Institute conceives to be a center of excellence in international education.

## Our Mission

**INSPIRE** our students to believe that learning is a lifelong adventure, and that success means doing our best, being and feeling proud in our efforts,

**FOSTER** a learning environment that promotes the freedom to wonder, to ask, to explore and to imagine,

**CREATE** an atmosphere where students are accepted for their special talents and individual uniqueness,

**DEVELOP** a positive learning community that instills character traits of respect, responsibility, fairness, honesty, perseverance, trustworthiness, caring, compassion, and citizenship.

## Requirements

- Professional Accounting qualification (Part Qualified CIMA/CIM/CA or Qualified in AAT)
- Graduated from a recognized University will be an added advantage.
- 2-5 years working experience in the accountancy field.
- Proficiency in Quickbook is a must.
- Ability to work under minimal supervision.
- Proficient in English, Computer Skills, MS Office and Accounting Software (Quick Book) .
- Excellent verbal & written communication skills in English.
- Good Communication Skills and ability to meet deadlines.
- Age Preferably between 25 -35.
- Salary Negotiable

## Job Description

- Preparation Monthly Financial statements /Annual financial statement to Management.
- Maintain all the records in Quickbook system.
- Handle cheque payments/cash payment and IOUs
- Handle all statutory payments like ETF, EPF, VAT, SSCL, rates and other taxes.
- Coordination with Banks, IRD and other local authorities.
- Preparation of ad-hoc reports to the management.

\*Candidates who can immediately join only are encouraged to apply.

\*Permanent Position \*Working Hours (Weekdays 0730hrs -1630hrs and Saturday 0730hrs -1230hrs)

\*An excellent career with development prospects awaits the successful applicant.

If you are the right person for the above position e-mail your CV to [careers@royalinstitute.org](mailto:careers@royalinstitute.org) before 20th July 2024.