



Yaden Laboratories is a subsidiary of the Yaden Group of Companies, a privately held pharmaceutical manufacturer dedicated to the industrial production and distribution of innovative injectables medicines, pre-filled syringes, and Eye & Ear Drops that meet the demands of healthcare professionals and patients.

Our factory is located in Katunayake Export Processing Zone. We are looking for a dynamic, self-motivated, dedicated and goal-oriented candidates for the following position with long term commitment and ability to drive the company to achieve set goals.

We are hiring of Account Executive

Key Responsibilities

- Assist with the preparation of financial statements and relevant reports timely manner and maintain general ledger and reconciliations.
- Assist with the processing of accounts payable and receivable
- Enter and verify the accuracy of financial transactions
- Perform bank reconciliations and other reconciling tasks as needed
- Maintain accuracy and organized financial records and documents and assist with budgeting as needed
- Support the accounting team with various projects and tasks as needed

Key Requirements

- A bachelor's degree in Accountancy/Management from recognized University or a part qualification from CA/CMA or fully qualified in AAT
- 2 years of relevant working experience will be advantage
- Experience in working accounting packages and knowledge of accounting regulation and procedures.
- Should be able to work in minimum supervision
- Knowledge of MS Office is a must
- Age below 35

Location : Based on Colombo

Successful candidates may look forward to an attractive remunerating package commensurate with qualification & experience. If you possess the above qualification and skills, we invite you to forward your CV along with contact details of two non - related referees to careers@yadenlabs.com within 07 days of this advertisement stating the position applied as the subject of the email.