



**SOS CHILDREN'S
VILLAGES**

ACCOUNTS ASSISTANT VOCATIONAL TRAINING CENTRE – MONARAGALA

The selected candidate will report to the Project Director and will be responsible for all project accounting activities such as budgeting, cash management, bank reconciliations, project-related purchasing, and bookkeeping activities.

Candidates should also be able to manage the project finances within stipulated timelines and budgets and work in close liaison with both external and internal stakeholders.

Required Skills, Qualifications & Experience

- Part qualifications in accounting or finance.
- A minimum of 1 – 2 years' experience in a similar role.
- Proficient computer literacy in MS Word, Excel, PowerPoint, and Online meeting platforms such as MS Teams or Zoom. Previous work exposure to a Finance ERP system is desired.
- Sound knowledge in written and spoken English as well as fluency in the local language.

Please submit your applications on or before

1st October 2024

careers@soscvsrilanka.org

Please mention the position you apply in the subject line. Incomplete CVs would not be entertained.

HEAD OF HR & OD,

**SOS CHILDREN'S VILLAGES SRI LANKA, P.O. BOX 05,
PILIYANDALA**



SOS Children's Villages Sri Lanka is committed to protecting its staff, programme participants and the communities we serve (both children and adults) from harm from child abuse, sexual harassment, exploitation, abuse and all other types of harm. Every individual who joins SOS Children's Villages Sri Lanka should understand his/her responsibility in ensuring a safeguarding environment. The highest standards of selection, recruitment and authentication procedures will be applied for all employment opportunities, including thorough cross-checking of references and submitting a current police clearance certificate