

# VACANCY

We are on the look out for  
Dynamic & Dedicated  
Individuals to be  
Appointed to the Following Posts

## ACCOUNTANT/ ASSISTANT ACCOUNTANT

- ✓ Achieving targets and Implementation of Promotional Strategies.
- ✓ Manage and oversee the school's financial transactions, including budgeting, payroll, and accounts payable/receivable.
- ✓ Make monthly accounts, Make year end financial accounts.
- ✓ Prepare and maintain financial reports, statements, and records.
- ✓ Monitor and manage cash flow to ensure financial stability.
- ✓ Fully or partly qualified in AAT or ICASL / CIMA / ACCA / CMA.
- ✓ Working knowledge with Accounting Practices –MS Office, Quick Books etc.
- ✓ Fluency in both written and spoken English.
- ✓ Excellent communication and strong interpersonal skills with the ability to work as a team
- ✓ Minimum 3-5 years working experience.
- ✓ Age between 30 – 50 years.
- ✓ Preference will be given to the candidate living in close proximity to Kadawatha.

Please email your CV with name, address and contact numbers of two non-related referees, mentioning the position applied for, in the subject line within 14 days to:

The Director,

### **YORK INTERNATIONAL SCHOOL**

No. 662, Bandarawatta Road, Kadawatha.

Applicants are advised to send their CVs to [jinanigeeth@gmail.com](mailto:jinanigeeth@gmail.com)

Please mention the position applied for on the subject line of the email.



Hotline **011 2925942/ 3**



[vacancies@yorkinternational.lk](mailto:vacancies@yorkinternational.lk)