

# Java Institute Holdings (Pvt) Ltd

## Accounts Assistant

Java Institute Holdings (Pvt) Ltd serves as the umbrella organization for 12 companies, including the Java Institute for Advanced Technology. All subsidiary and associate companies offer distinctive services aimed at standardizing the quality of education provided by the Java Institute.

### Qualifications

- Part qualification or registered student from AAT, Chartered accountancy

### Requirements

- Experience of working for an audit firm.
- Proficiency in accounting processes and procedures
- Experience in computerized accounting (QuickBooks, SAP Etc.)
- Experience in client audits.
- Proficiency in MS Excel, Word.
- Ability to work independently and as a team.
- Ability to handle tasks of multiple companies
- Strong multitasking skills.
- Ability to work in off-site environments.
- Excellent speaking and writing skills in Sinhala.
- Capable of speaking and writing in English is an advantage.

### Salary

An all-inclusive salary of Rs. 60,000 (negotiable).

To apply, please forward your CV along with a cover letter outlining your relevant experience and qualifications to: [hr@jihltd.com](mailto:hr@jihltd.com)

Only shortlisted candidates will be contacted for interviews.

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