



Admin Executive - Finance

Are you a proactive and detail-oriented professional ready to take your career to the next level? Delmege Group is seeking a dynamic young female to join our group finance department as an Administration Executive - Finance to play a key role in ensuring the smooth operation of our finance functions.

Key Responsibilities:

- Track, monitor, and report on department KPIs, ensuring timely submission of CEO-signed statements.
- Coordinate with PwC and senior executives to prepare and distribute Board packs, ensuring seamless quarterly Board meetings.
- Archive critical files, coordinate bank guarantee renewals, and manage the distribution of incoming documents.
- Prepare and dispatch memos and letters to various stakeholders, and liaise with HR, Legal, IT, and Admin to meet departmental needs.
- Manage the CFO's schedule, arrange meetings, and track important signed documents.
- Assist in monthly Alcon inventory reconciliations and system updates.
- Collaborate with PwC and Vallibel on Board meeting matters and legal resolutions.
- Document key meetings and ensure timely distribution of minutes.

Ideal Candidate Should Possess:

- Degree or diploma in Business Administration, Finance or related field.
- 2 to 3 years of experience in a similar role.
- Strong organizational and multitasking skills.
- Excellent communication and coordination abilities.

An attractive remuneration package with perquisites awaits the right candidate.

Please send your CV along with the names and addresses of two non-related referees to careers@delmege.com with the post applied marked clearly in the subject line to reach us within 10 days of this advertisement.

DELMEGE FORSYTH & COMPANY LIMITED,

No. 101, Vinayalankara Mawatha, Colombo 10.