



INSTITUTE OF POLICY STUDIES OF SRI LANKA

The Institute of Policy Studies of Sri Lanka (IPS) is a renowned economic research institute that provides authoritative analysis to influence public policy in Sri Lanka. We provide an environment conducive for highly effective independent research and professional growth of our staff through close collaboration with the government, the private sector, donor agencies and academia.

Post of Accounts Assistant

The person we are on the lookout for is expected to assist the Institute with its financial operations and administration.

The selected candidate will be responsible for the following:

- Handle payments (including petty cash)
- Maintain general ledger and produce monthly ledger balance reconciliations
- Assist in statutory audits and internal audits
- Produce reports and information to support administrative tasks

Requirements

- Part qualification in CIMA, ACCA or ICASL, or a Degree in Finance and Accounting
- 1 to 2 years of experience in Accounting
- Should be IT literate. Familiarity with accounting packages will be an advantage
- Sound understanding of systems and processes
- Ability to work to deadlines and a team player

An attractive remuneration will be on offer to the successful candidate based on qualifications, experience and skills.

How to Apply

If you fit the above description and would like to be part of a dynamic team, email us a copy of your curriculum vitae along with the details of two non-related referees to careers@ips.lk on or before **04 March 2021**.

Or

Post it to:

Director of Finance and Administration
Institute of Policy Studies of Sri Lanka,
100/20, Independence Avenue, Colombo 7.

For more information about the IPS and the work that we do, please visit our website www.ips.lk or visit our blog www.ips.lk/talkingeconomics