



ACCOUNTS ASSOCIATE – MRIA OPERATIONS

Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications & ethics for the post of Accounts Associate – MRIA Operations. The successful candidate will report to Manager - Finance and be responsible for tasks optimizing the productivity of the company.

KEY RESPONSIBILITIES INCLUDE:

- Reconciliation of raw material / finished goods and cash collection from Public & Transit Restaurant and report same on a daily basis.
- Inspect the cashier's shortages on a daily basis.
- Taking month-end stock count (raw and finished) in Stores, Kitchen, and other locations.
- Invoice airline and other customers in a timely manner.
- Banking of cash collections.
- Management of Petty Cash float.
- Passing of journal entries for financial reporting.
- Carry out SPOT Audits (cash and/or quantity) at all outlets at MRIA.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Minimum 06 years' or more Experience in Finance.
- A Degree / Advanced Diploma (03 years) in Finance, Business Management, Business Administration or similar discipline from a recognized university would be an added advantage.
- Full or Part Professional Qualification in the relevant field.
- G.C.E (O/L) qualification with credit passes for English and Mathematics and G.C.E (A/L) qualification.
- High Level of IT Literacy with excellent Knowledge in Microsoft Excel.
- Excellent writing & oral communication skills, negotiation / problem solving skills and analytical skills.
- Sound planning and organizing skills coupled with a methodical approach to work.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to careers@srilankancatering.com including 2 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Human Resources & Administration Manager

SriLankan Catering Limited
PO: Box: 07
Airline Centre, Bandaranaike International Airport
Katunayake.

Please visit us on www.srilankancatering.com/careers for more details