



University of the Visual and Performing Arts

VACANCIES

Applications are invited from suitably qualified candidates for the following post of this University.

AUDIT ASSISTANT (Grade II)

Qualifications

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with Credit passes in:-

- (i) Sinhala Language/ Tamil Language
- (ii) English Language/ English Literature
- (iii) Mathematics

AND

2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)

AND

3. Post specific qualifications:

- (a) Preliminary Level/Licentiate 1/ Foundation Level/CAB 1/Executive Level of Institute of Chartered Accountants in Sri Lanka or equivalent.
or
- (b) Foundation Level of Chartered Institute of Management Accountants (CIMA)
or
- (c) Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technology Education (SLIATE)
or
- (d) Membership of Association of Accounting Technicians (AAT) of Association of Accounting Technicians of Sri Lanka.

AND

4. Minimum of two (02) years experience in Auditing in State or recognized Private Organization.

- ❖ Preference will be given to those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

Age: Should be not less than 18 years and not more than 45 years of age at the closing date of applications.

Recruitment: Selection by interview.

Salary Scale : Rs. 37,275 — 18 x 495 — 46,185 p.m. **U-MN 2 (II)**

(Basic Salary Rs.37,275/- In addition to the above salary, government approved other allowances will be paid.)

Application Procedure:

01. Application form and all the other relevant details could be obtained from "**Assistant Registrar/Non Academic Establishment, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07**" by sending a self-addressed stamped (Rs. 15.00) envelope 9"x4" in size to reach on or before **16th August 2021** or can be downloaded from University website. (www.vpa.ac.lk)
02. Duly perfected application should be sent by registered post addressed to "**Assistant Registrar/Non Academic Establishment, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07**" on or before **23rd August 2021 at 4.00 p.m.** The post applied for should be mentioned on the top left corner of the envelope containing the application.
03. Only the photocopies of all relevant certificates should be attached to the application.
04. Applicants who are employed in Public or Corporation Service should direct their applications through Heads of Departments.
05. Applications that do not fulfill the required qualifications, incomplete applications, the late applications, applications not to the format and those who have not attached documents to prove the experience will be rejected.

**Registrar,
University of the Visual and Performing Arts,
21, Albert Crescent,
Colombo 07.**