



# **SRI LANKA MEDICAL COUNCIL**

## **VACANCY**

### **Post of Management Assistant - Finance and Administration CONTRACT BASIS**

Applications are invited from citizens of Sri Lanka who are not less than 20 years and not more than 35 years of age as at 29.11.2021 for the above vacancy.

#### **Required Qualifications and Experience:**

1. G.C.E.(O/L) six subjects with Credit passes for Sinhala Language/ Tamil Language, English Language and Mathematics.
2. Should have passed in all subjects at the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.
3. Preference will be given to those who have a Degree in Accounting/ Management/Commerce/Business Administration recognized by the University Grants Commission or partly qualified in CA/CIMA/ ACCA/CMA or other Professional qualification in Finance.
4. Three years' experience in a similar position with competencies in the Quick Book Software, Microsoft Office, Email, and Internet.
5. Computer literacy, good communication and interpersonal skills with a good knowledge in English language is essential.

**Job Description** – Responsible for providing general clerical duties attributable to the Finance and Administration Division.

Applications, along with a Curriculum Vitae including two non-related referees should be addressed to the Registrar, Sri Lanka Medical Council to reach the SLMC office on or before 22 November 2021.

Please mention “**Post of Management Assistant - Finance**” on the left-hand corner of the envelope.

**Dr. Ananda Hapugoda**  
**Registrar,**  
**Sri Lanka Medical Council,**  
**No. 31, Norris Canal Road,**  
**Colombo 10.**

**14.11.2021**