

VACANCY

KELANI INSTITUTE OF HIGHER EDUCATION

FULL TIME

ACCOUNT

ASSISTANT

- Professional Qualifications of a **Certificate/Diploma/HND/ Degree in Accounting, Management or Finance**
- Good exposure in the areas of **Financial Handling**
- Strong interpersonal and Communication Skills, creative thinking, efficient time management and have the ability to work as a team and manage the pressure.
- Accuracy and attention to details.
- Ability to input suggestions to develop the institute.
- Good command in **English and Sinhala** and should be a good team player in the institute.
- Past Experience in the relevant field is an added advantage.
- Knowledge in **IT** is a must

Base salary of 25000 LKR will be provided. (EPF, OT and other facilities will be provided) . Salary will be increased over the time and the work load. Work place is Kelaniya Institute of Higher Education in Dalugama branch (Head Office).

Fill the form and upload your CV. Limited Number of Vacancies !!



KELANI
HIGHER EDUCATION INSTITUTE

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Dalugama, Kelaniya,
Sri Lanka.

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