



Assistant Manager - Finance (Pintanna Oud Oil Company)

Pintanna owns Sri Lanka's first and only Oud Oil distillation factory, constructed with cutting edge technology and centuries old methods. Pintanna Oud Oil (Pvt) Ltd dedicated for the exportation of Agarwood products to the world. We are looking for a dynamic, resourceful and young finance professional who is dreaming about building a sustainable and solid local brand to the international landscape. If you are the right fit our doors are open for you. In touch with us to discuss the prospects.

Job Responsibilities:

- Preparation of monthly accounts, yearend final accounts, annual budget and all other ad-hock financial reports required by the management
- Prepare and arrange all statutory and regulatory payments
- Preparation of staff salaries and arranging employee related payments such as EPF, ETF, gratuity, staff loans etc.
- Computation of product costing for all the products in the product portfolio and ensure accurate data entering in the inventory management
- Supervise tax related payments (Income tax, VAT, stamp duty, PAYE tax etc.) and furnish respective tax returns on time and arrange the documents for tax audits
- Ensure all receipts and payments are posted to the general ledger on time
- Responsible for the general ledger maintenance and finalizing all bank reconciliations.
- Ensure all journal entries are approved on time. Supervise debtors and creditors ledgers are reconcile periodically to ensure the accuracy of the data capturing to the ERP
- Manage daily and monthly cash flow requirements and liaise with banks, debtors and creditors for smooth functioning of the respective operations
- Liaise with IRD, External & Internal auditors, Ministry officials, and other stakeholders whenever necessary.
- Ensure overseas operations runs smoothly and necessary management reporting are done promptly

Qualifications:

- Professional membership in CASL/CMA/CIMA/ACCA
- A bachelor's degree in accounting or finance
- A minimum of 3-5 years of experience as a finance manager in a FMCG or manufacturing environment
- Excellent communication skills in English
- Excellent inter-personal and negotiation skills
- In depth understating of LKAS and local taxation regulations
- Experience in handling imports and exports will be added advantage

Please send you CVs with the contact details of two non-related referees and recently taken photograph to sarangi.h@pintanna.lk on or before 25th December 2024 by quoting "Assistant Manager - Finance (Pintanna Oud Oil Company)" in the subject line.