



JUNIOR ACCOUNTS EXECUTIVE

Cisco Speciality Packaging (Pvt) Ltd, a member of the CIC Group, is looking for a motivated and detail-oriented individual to join our Finance team as a **Junior Accounts Executive**.

Qualifications & Experience

- Full Qualification in **AAT** or **Part Qualification CMA / CA**
- **1–2 years of relevant experience** in an accounting/finance environment
- Sound knowledge of accounting principles and financial documentation
- Experience in **SAP** will be an added advantage

Key Responsibilities

- Handle **Accounts Payable**, including arranging payments
- Perform **bank, cash, and ledger reconciliations**
- Enter and maintain accounting data in the **SAP system**
- Maintain proper documentation and filing of financial records
- Assist the Accountant and Finance Manager in preparing financial reports and statements
- Prepare documentation relating to **VAT, SSCL and SD**
- Conduct internal audits in accordance with company guidelines
- Assist external auditors by providing required accounting records and supporting documents

How to Apply

Interested candidates are invited to send their **CV with the position applied for clearly mentioned in the subject line** to:

 hr-cis@cic.lk

Cisco Speciality Packaging (Pvt) Ltd
359, Nagaha Mawatha,
Pelenwatta, Pannipitiya