



WE ARE HIRING!



TRAINEE ACCOUNTANT

Job Opportunity	: Trainee Accountant (Remote - Sri Lanka Office)
Company	: Knowledge Merchandising (Pvt) Ltd
Client	: Milton & Crown Certified Accountants (UK)
Location	: Colombo, Sri Lanka (Remote Work for UK Client)

ABOUT THE ROLE:

Knowledge Merchandising (Pvt) Ltd is hiring a Trainee Accountant to support our esteemed UK-based client, Milton & Crown Certified Accountants, a well-established accountancy practice. The selected candidate will work remotely from our Sri Lanka office, assisting with a wide range of accounting functions for UK clients including sole traders, partnerships, and limited companies.

We are proud to be an Approved Training Partner of both AAT (Association of Accounting Technicians) and CMA (Institute of Certified Management Accountants – Sri Lanka), offering our trainees professional support and career development opportunities.

Key Responsibilities:

- Assist in the preparation of year-end accounts for UK small and medium-sized businesses
- Perform bookkeeping tasks using UK-based software such as Xero, Sage, QuickBooks, and VT
- Prepare and submit VAT returns under UK regulations
- Process payroll and handle RTI (Real Time Information) submissions
- Support the corporation tax computation and filing
- Handle Companies House submissions and annual returns
- Provide general assistance to senior accountants and managers
- Maintain accurate records and ensure client deadlines are met

Requirements:

- Part-qualified AAT / ACCA / ACA / CMA or equivalent
- Understanding of accounting principles and financial reporting
- Strong communication skills in English (both written and spoken)
- Proficient in Microsoft Excel and accounting software
- Experience working with UK clients or UK accounting standards is a plus
- Ability to work independently with minimal supervision
- High attention to detail and problem-solving skills

What We Offer:

- Competitive salary based on qualifications and experience
- Practical training under experienced UK-qualified accountants
- Professional development with access to AAT and CMA training support
- Exposure to UK accounting, taxation, and compliance practices
- A positive, learning-focused environment
- Career advancement within our UK-Sri Lanka client network

How to Apply

Please send your CV to hr@knowmat.com with the subject line:
Application – Trainee Accountant (Remote – UK Clients)