

## **04).ACCOUNTING OFFICER – (01 POST)**

### **Job Description:**

Responsible for assisting the Accountants / Senior Accountant in all accounting functions of the Finance Division and any other duties assigned by the management.

### **External:**

A Bachelor's degree in Management or Commerce from a recognised University or Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Managements Accountants (CIMA)/ Association of Certified and Corporate Accountants (ACCA) **WITH** minimum of one (01) year post qualifying experience in accounting in a Government/ Department/ Corporation/ Board or in a reputed Mercantile Establishment.

### **Internal:**

Five (05) years satisfactory service as a Management Assistant Technological and Non Technological Category Grade I.

**Note:** Knowledge in Computer based accounting systems will be an added qualification.

### **Salary Scale:**

JM 1-2 (2016) Rs.43, 355 – 10 x 755 – 18 x 1,135 – Rs.71, 335 p.m

Basic Salary of 43, 355/- Will be paid from 01.01.2020. (The salary Starting point in 01.01.2018 is Rs.34, 369/- and adjustment allowance is Rs. 699/-)

**Age:** Should not less than 22 years and not more than 45 years. The upper age limit will not apply to Internal candidates.

**Method of Selection:** By a written competitive examination or/and a structured interview.

### **Other Benefits:**

- i. Accommodation (Fully furnished quarters /Hostel rooms) will be provided if available or an allowance will be paid in lieu of accommodation.
- ii. Medical benefits available according to the prevailing rules of the Institute's Medical Scheme.
- iii. Free transport will be provided for urgent medical treatment according to the Institute's guidelines.
- iv. Transport will be provided every weekend to Colombo and Kandy from St. Coombs, Talawakelle.

- v. Provident Fund: The selected candidate will be required to contribute 10% of the salary to the staff Provident Fund while the Institute will contribute 15%. The Institute will also contribute 3% to the Employees' Trust fund.
- vi. Other fringe benefits applicable to employees in the Research Institute.

The Posts is Permanent. Applications giving full **CV** including the names and addresses of two non-related referees who can assess the applicant along with the copies of relevant educational and other qualifications should be sent under registered cover to reach the undersigned on or 07/05/2018

Applications from employees in the State Service/State Corporations/Statutory Board should be forwarded through the Head of the respective Institution. Non conformity with this requirement will result in the application being rejected. Also state the post applied on the top left corner of the envelope.

Kindly visit Tea Research Institute's web site [www.tri.lk](http://www.tri.lk) for information.

**The Director  
Tea Research Institute of Sri Lanka  
Talawakelle**