Job Advertisement – Accountant

UTMT – Working Underneath the Mango Tree

Authenticity - Creativity – Family! Working at the UTMT – Underneath the Mango Tree – 5* Beach & Spa Resort is more than just a job. You are our shot if you are curious, open minded, have a dedication and attention to detail and if you like mangoes of course! ;-)
The UTMT opens its doors in mid December 2013 and will offer authentic, high class service within 22 rooms, a restaurant with different outlets and an Ayurvedic Spa. When it comes to guest service, differentiation is our main focus. And we always go an extra mile to exceed our guest's expectations. If you consider yourself truthful, rational, reasonable and flexible with good self esteem and common sense we can offer you a challenging and diverse working environment along with a team that almost feels like family.

Job Responsibilities:

Our Accountant complies and analyzes financial information to process entries to general ledger, fixed assets, financial statements, etc. He or she is in charge of the preparation of month end journal entries, financial statements, forecast, reports, variance analysis, needs to review balance sheet, profit, loss statements, and other reports to summarize current and projected financial position of organization for the general management and interacts with the organizational managers in preparing budgets, forecasts and financial information. He or she takes care of monitoring and supporting statutory and regulatory compliances including tax matters. He or she is the link between our company and our tax advisor.
Another main field of duty is managing the payroll process, leave administration and processing payments. He or she has to prepare and maintain accurate records, files and reports, including responsibility for maintaining personnel records and to ensure that all accounting deadlines are met.

Job Requirements:

- An experience of 2 years working in similar field will be an added advantage
- Computer literacy, written communication skills
- Knowledge in Final Accounts, Costing, Tax Principles, Financial Management Knowledge of local suppliers in Sri Lanka is a plus.
- Good English and Sinhala language skills are a must.
- Creativity, resource management, organizational capabilities are of utmost importance.
- Accuracy, reliability and capacity to meet deadlines are expected
- The drive to get things right the first time and a superb attention to detail.

If you are interested in this position please send your application (incl. CV + Photo) and salary expectation to **jobs@utmthotel.com**

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UTMT
UNDERNEATH
THE MANGO TREE