

# CEYLON PETROLEUM CORPORATION

## VACANCIES

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned Posts in the service of the Corporation.

GRADE	POST	SALARY
A - 5	ACCOUNTANT	RS. <u>127120 - 157895</u> 5x1695 : 10x2230

NATURE OF APPOINTMENT : PERMANENT

### REQUIRED QUALIFICATIONS FOR THE ABOVE POST

- Associate Membership of one of the following Accountancy Bodies with two years executive experience.
    - Institute of Chartered Accountants of Sri Lanka (ICASL)
    - The Chartered Institute of Management Accountants of UK (CIMA - UK)
    - Association of Chartered Certified Accountants of UK (ACCA- UK)
- OR
- Inter or equivalent of one of the above Accountancy Bodies with seven years executive experience in Accounting.

### AGE LIMIT

Should not be more than 45 years of age as at closing date of applications (the maximum age limit will not be applicable to those who are in the service of the Government Departments, Corporations, Boards and Statutory Bodies)

### JOB DESCRIPTION

- ☞ Preparation of monthly, trimester and annual accountants.
- ☞ Proper knowledge on LKAS/IFRS Accounting standards and Tax Law.
- ☞ Work related to Letter of Credit.
- ☞ Treasury Management.
- ☞ Preparation of reports on Refinery Expenses.
- ☞ Preparation of employee wages and making payments.
- ☞ Participation at Tender Boards.
- ☞ Comparing oil accounts.
- ☞ Ability to work using SAP Finance Module, Sales and Distribution Modules, Material and Maintenance Module.

**COMMON REQUIREMENTS**

- ☞ Should bear an excellent moral Character
- ☞ Should be physically and mentally fit to handle the roles and responsibilities of this position
- ☞ Should have obtained minimum qualifications and experience requirements on or before the date indicated in the advertisement
- ☞ Should have proficiency in English and Computer Literate

**FRINGE BENEFITS**

Free Medical facilities under the Medical Assistance Scheme of the Corporation, Housing Loan facilities, Vehicle Loan facilities, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

**OTHER**

The manual of Procedure of the Corporation and Provisions of the CPC Act are applicable to all recruitments.

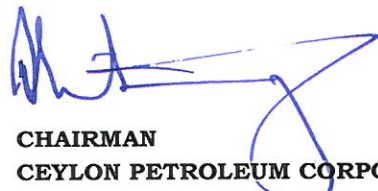
**HOW TO APPLY**

Application using the prescribed form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be down loaded from the official website of the Ceylon Petroleum Corporation [www.ceypetco.gov.lk](http://www.ceypetco.gov.lk)

Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

***The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before 16-04-2018.***

***The application not complying the above requirements will be rejected.***



**CHAIRMAN  
CEYLON PETROLEUM CORPORATION  
NO. 609, DR. DANISTER DE SILVA MAWATHA  
COLOMBO 09**

29-03-2018  
S/sn