



The Office for National Unity and Reconciliation is an institution established under Act No. 01 of 2024. Applications are invited from qualified individuals for the following vacancies at the office.

Finance Officer

Number of posts : 01

Service category : **JM 1-1**

Nature of the position

- Prepare and submit financial statements for audit in compliance with the Sri Lanka Public Sector Accounting Standards (SLPSAS).
- Provide replies to all audit queries, handle duties related to the Committee on Public Enterprises (COPE), and maintain the relevant books and records.
- Prepare, revise, and obtain approval for all financial plans (delegation of authority under F.R. 135, procurement plans).
- Examine and verify all receipts and payment vouchers, including payroll vouchers.
- Be responsible for the custody and management of the institution's safe.
- Review and verify bank reconciliation statements.
- Prepare and submit all reports required by the Inland Revenue Department in a timely and accurate manner.
- Prepare reports for submission to the Board of Directors and compile and submit various financial and administrative reports required by the Ministry.
- Act as the second authorized signatory for cheques.
- Oversee the day-to-day administration and office operations of the Finance Division.
- Maintain separate files for circulars issued by the Ministry of Public Administration, the General Treasury, and the Line Ministry.
- Perform other duties assigned by the Director General.

Qualifications (Either 1 or 2 mentioned below)

1. A Degree recognized by the University Grants Commission (UGC) in Accountancy / Commerce / Business Administration, or in a subject field relevant to the post.

2. Having passed the Intermediate Examination of a recognized Chartered Professional Institute relevant to the subject scope of the post.

Age limit

Must be not less than 22 years and not more than 45 years of age.

Salary scale

JM 1-1 – 2025 - Rs. (72,650 - 10 x 1,360 - 18 x 2,040 - 122,970)

(In accordance with Management Services Circular No. 01/2025 dated 25.03.2025)