



The Centre for Social and Economic Development (SEDEC) in Colombo, invites applications from suitable candidates for its ongoing relief and development work. This is a key position for a large rehabilitation, and restoration project based in Colombo. The position is anticipated for one year, conditional on needs and project funding. A six-month probation period will apply. Candidates must be available to start immediately. The following position is available:

Position	Description
Finance Officer	<p>Responsibilities:</p> <ul style="list-style-type: none">• Preparation and reporting of all programme finances of CRS;• Oversight of financial management and reporting for the Colombo office and any suboffice with CRS funds.• Budget preparation, financial reporting and cash flow management;• Ensure compliance with local regulations in respect of financial and related matters e.g. internal policies, taxation, labour laws, banking regulations;• Capacity building of finance personnel. <p>Minimum Qualifications</p> <ul style="list-style-type: none">• CIMA (Stage II), C.A.(part), ACCA (Part 2) or equivalent degree• Fluency in written and spoken English – ability to write reports in English• At least 3 years professional accounting / finance experience• Computer literacy (word, excel and any finance package)• Ability to train staff• Ability to work as a team• Humanitarian / aid work experience preferred• Knowledge of Tamil an added advantage.

Prior aid or development experience is a plus. All candidates should have demonstrated ability to work in a team under difficult conditions.

SEDEC recruits qualified individuals without distinction of ethnic background, religion, or gender. Women are encouraged to apply.

Interested candidates should apply by submitting by post 1) their curriculum vitae, 2) letter of motivation specifying which position they are applying for, and 3) two references **before March 10th** at CRS, c/o SEDEC, 133, Kynsey road, Colombo 8. *Please specify the position which you are applying.* Applications can also be submitted by e-mail at financeapplication@crslk.org. Candidates retained for test/interview will be notified by telephone. Please include a telephone contact with your submission.