



# We are Hiring

## Senior Staff Officer/Officer - Finance (Meethirigala)

Nelna is a diversified and rapidly expanding business venture especially leading in agro-livestock products. All its products have established a reputation for quality and the company always strives for excellence by offering the best for valued consumers and employees in the organization.

### KEY RESPONSIBILITIES AND DUTIES

- Process and verify supplier invoices and payments accurately and on time.
- Maintain accounts payable records and reconciliations.
- Coordinate payment approvals and reimbursement processes.
- Prepare monthly payment-related reports.
- Liaise with suppliers and internal departments regarding payment matters.
- Ensure statutory and supplier payments are completed within deadlines.
- Support continuous improvements in the accounts payable process.
- Conduct payment and document auditing activities.

### QUALIFICATIONS AND EXPERIENCE

- Diploma or equivalent qualification in Finance/Accounting.
- 1–2 years of experience in accounts payable.
- Good knowledge of bookkeeping and accounts payable procedures.
- Strong analytical and problem-solving skills.
- Good spreadsheet and database management skills.
- Excellent communication and interpersonal skills.
- Ability to work under pressure with high accuracy and attention to detail.

Please forward your comprehensive resume with a recent photograph along with the names and contact details of two non-related referees within 7 days of this advertisement. You are requested to mention the position applied in the subject line of the email.

[careers@nelna.lk](mailto:careers@nelna.lk)

**Nelna Farm (Pvt) Ltd**

No 03/A, Hathduwa Estate, Ranwala, Meethirigala