



Greenpeace South Asia

## Job Description

<b>Job title:</b> Accounts Officer	<b>Department:</b> Organization Development
<b>Reports to:</b> Regional Manager - Finance	<b>Location:</b> Sri Lanka
<b>Purpose of role</b>	
To ensure accurate financial record-keeping, compliance with tax/regulatory requirements, and efficient day-to-day financial operations while supporting budgeting, reporting, and audit processes.	
<b>Key Responsibilities:</b>	
<ol style="list-style-type: none"><li>1. Financial Record Keeping &amp; Reporting<ul style="list-style-type: none"><li>• Maintain accurate general ledger entries and accounting records in the accounting system</li><li>• Prepare monthly financial statements (P&amp;L, Balance Sheet, Cash Flow).</li><li>• Reconcile bank accounts, AR/AP, and intercompany transactions</li></ul></li><li>2. Budgeting &amp; Cost Control<ul style="list-style-type: none"><li>• Annual budget preparation and variance analysis.</li><li>• Monitor departmental spending against budgets.</li></ul></li><li>3. Tax &amp; Compliance<ul style="list-style-type: none"><li>• Calculate and deduct WHT, and other taxes per local laws.</li><li>• File timely returns (income tax, WHT) with the IRD.</li><li>• Support internal/external audits.</li></ul></li><li>4. Cash Flow &amp; Treasury<ul style="list-style-type: none"><li>• Process payments (suppliers, payroll, expenses)</li><li>• Forecast short-term liquidity needs.</li><li>• Manage petty cash and bank reconciliations</li></ul></li><li>5. Other accounts related activities<ul style="list-style-type: none"><li>• Maintenance of financial databases, filing systems</li><li>• Maintain records of fixed assets at GPSA</li><li>• Coordinate with banks, auditors and statutory institutes</li></ul></li></ol>	



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### Decision Making

- Make decisions for accounting expenses under different accounting heads as well as budget codes, after consultation with the Finance manager as applicable.
- Make decisions for new account heads and budget codes, after consultation with the Finance manager as applicable.  
Deduction of Tax at source based on the statutory compliances.
- Resolution of problem mechanisms within the domain of work.
- Coordination with statutory auditors for documentation support, and clarification of queries.

### Contacts

#### Internal

- Finance manager - ongoing Finance support and when seeking advice on office finance issues that need to be referred upwards.
- All staff - Finance

#### External

- Suppliers: daily – mainly transactional, occasionally negotiating new contracts (with supervision from line managers)
- Vendors and service providers
- Governmental and financial institutions

### Resources

N/A

### Environmental and Physical Demands

- May be required to travel locally in carrying out duties

### Qualifications and Experience:

- Part qualified in Chartered Accountancy / AAT full qualification
- At least 3 year experience in similar role
- Ability to fluently converse in Business English
- Ability to use standard IT packages
- Good interpersonal skills



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### Competencies:

**Language:** English (speaking / writing / reading)

**Planning and organising** - managing assigned day-to-day operations independently, ability to evaluate and prioritise activities with finance manager

**Analytical skill** - Monitors and reports on budget, The job holder supports the Finance Manager in putting together basic management information reports, which can involve analyzing information on budgets and collating information from colleagues on overspending/underspending.

**Creativity / Innovation** - Is expected to find ways of improving finance processes for the office and to make suggestions for improving Greenpeace India's standard operating procedures (SOP)  
Staff is expected to suggest to the Finance Manager ways to improve/automate processes wherever possible.

**Team-player** - Foster positive and trusted relationships with GPSA staff and contribute as a team player