



# CEYLON PETROLEUM CORPORATION

## VACANCY

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

GRADE	POST	SALARY
A-3	MANAGER (AUDIT)	Rs. <u>100,855 - 130,055</u> 5x1680 : 10x2080

NATURE OF APPOINTMENT: PERMANENT

REQUIRED QUALIFICATIONS FOR THE ABOVE POST

- (i) Minimum of Associate Membership of the,
- Institute of Chartered Accountants of Sri Lanka (ICASL) or
  - Chartered Institute of Management Accountants of U.K. (CIMA - UK) or
  - Association of Chartered Certified Accountants of U.K. (ACCA - UK)
- With minimum of ten (10) years post qualifying unblemished experience in the field of Accountancy or Financial Management or Auditing in a large commercial establishment including five (05) years at the capacity of a Senior Finance / Audit Manager
- AND
- (ii) A UGC accepted Degree in Commerce, Management, Business or Financial Administration or Auditing with certified attestations for the professional exposure.

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 audit programme in accordance with the instructions and guidance of the Chief Internal Auditor.
- ☞ Carrying out audit with the use of confirmative and responsive inquiries by covering all the risk areas in order to confirm the qualitative nature of the rules and procedures established by the management.
- ☞ Identification of administration weaknesses and problematic strategies for the purpose of confirming the recommended the essential internal controls.
- ☞ Preparation, implementation and monitoring of audit information system to ensure the existence of an information technology system which suit with the targets and going concern of the business.
- ☞ Preparation and leading a money for value audit on the main projects carried out by the Institute.
- ☞ Organizing the audit committees in accordance with the required good governance principles.
- ☞ Ensuring the quality of the services provided for other divisions as certifying services.
- ☞ Ensuring the maintenance of feasibility reports in the function to be produced when requested by the Department of Auditor General or any other responsible body.
- ☞ Proposing an effective internal control and a strategy to reduce the risk arising due to administrative weaknesses and to review the existing internal control system.
- ☞ Preparing and performing the investigations referred by the management.
- ☞ Taking internal controlling methods when needed to active targets and providing guidance on system audit and reviewing such audits.
- ☞ Preparing and directing the staff to improve skills and gain knowledge.

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.

- i. 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.
  - ii. A detailed application 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.
- The application which will not comply with the above requirements will be rejected.*

*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 06.02.2017.*

*The vacancy advertisement can be browsed in our website - [www.ceypetco.gov.lk](http://www.ceypetco.gov.lk)*

CHAIRMAN AND MANAGING DIRECTOR  
CEYLON PETROLEUM CORPORATION  
NO. 609, DR. DANISTER DE SILVA MAWATHA  
COLOMBO 09.