



# AMERICAN EMBASSY



## General Financial Assistant – Temporary (3 Months)

The U.S. Mission in Colombo is seeking candidates for the position of General Financial Assistant.

As the General Financial Assistant, you will be responsible for assisting in routine work of the Financial Management Office. Receives and records vendor invoices and updates the voucher payment database, performs check and EFT notification disbursements, managing FMO files and records. Do you have a good knowledge of English? (English will be tested.) Are you familiar with general accounting practices? If the answers are 'Yes', and you also possess the qualifications below, then you may be the person we're looking for.

**Please send us your detailed CV along with a cover page containing the following questions and your answers:**

1. Position Title, 2. First, Middle, and Last Names as well as any other names used, 3. Current Address; Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government? (Y/N; If 'Y', state Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Have you completed G.C.E (A/L) with a pass in accounting? (Y/N; if 'Y', state Results and Year of Examination), 9. State your current monthly take-home salary.

**Applications without the cover page may not be considered for this position.**

**If your answer is 'No' to questions 7 and 8, your application will not be considered.**

The monthly take-home salary for this position will be Rs. 25,854.

Your application should reach us on or before February 16, 2012, by post at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov). Please state "General Financial Assistant" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

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