



*Unleash your potential with the apex body of
Sri Lanka Tourism*



Sri Lanka Tourism Development Authority

Sri Lanka Tourism Development Authority (SLTDA) is the Government Authority tasked with, planning, development, regulation, and policy implementation of tourism and related industries. The tourism sector is identified as a critical contributor to the national economy for the future. The sector also attracts some of the highest foreign direct investments and high-profile investor projects to the country.

Assistant Director/ Financial Management

The position holder is tasked with overall supervision and monitoring the Tourism Development Fund (TDF). The Assistant Director shall collaborate with the finance team to maintain accurate financial records and supports the senior management in strategic financial decision-making.

The Job

- Supervise and monitor the Tourism Development Fund (TDF).
- Responsible to ensure that TDF General Ledger is properly maintained with supporting documents.
- Prepare and finalize TDF financial statements.
- Review and prepare disbursement of the collected funds to the other institutions.
- Supervise and handle the Tourism Development Levy from the registered Tourism Institutions.
- Check all the TDL computations are in accordance with the SLTDA rules and regulations.
- Interact with the TDL payers to provide with information to address inquiries regarding the TDL and dealing to resolve their complaints.
- Check and reconciliation of the ledger accounts including the bank reconciliation.
- Recommend any necessary control to the management regarding the TDF.
- Assist Auditors in the preparation of schedules, answers and supporting materials and explaining procedures.
- Any other duties assigned by the Director/ Financial Management and the Senior Management of SLTDA.

The Person

External Applicants

The candidate should possess A or B;

A.

A Bachelors' degree in Accountancy/ Business Management/ Business Administration/ Commerce/ Management recognised by the University Grants Commission

AND

Minimum of one (01) year post qualifying experience in the subject area relevant to the post.

OR

B.

Passing the Intermediate Examinations of Institute of Chartered Accountants of Sri Lanka (ICASL)/ Chartered Institute of Management Accountants (CIMA)/ Association of Chartered Certified Accountants (ACCA)/ Institute of Certified Management Accountants (CMA)

AND

Minimum of one (01) year post qualifying experience in the subject area relevant to the post.

Internal Applicants

1. Should possess one of the above qualifications required by external applicants.

OR

2. Having completed a minimum of five (5) years of satisfactory service in a post relevant to the field in the "Junior Manager" (JM-1-2) Grade II category of the Sri Lanka Tourism Development Authority.

Age

Should not be less than 22 years and not more than 45 years (The upper age limit is not applicable to internal candidates.)

Salary Scale

MM 1-2 Rs. 94,170/- 10x Rs. 2,480 – 15 x Rs. 3,450/- - Rs. 170,720

Initial Salary Rs. 73,436/- + Cost of living allowance

Benefits

- Comprehensive and attractive medical insurance scheme covering the employee and family
- Government approved allowances (transport, communication, professional)

- Loan facilities
- Local and foreign training opportunities for career enhancement

If you think that you are right fit for the job, please send your filled application form with your CV via registered post together with copies of certificates pertaining to academic/professional qualifications, work experience (Service Certificates) and the names of two non-related referees to the undersigned on or before 09th May 2025.

Please mention the position you are applying on the top left-hand corner of the envelope.

Chairman
Sri Lanka Tourism Development Authority
80, Galle Road
Colombo 03.