



Kolitha Jayasekara

Accounting Professional – Member of ACCA (UK), B.Sc. (Accounting) Sp. (USJ) (Sri Lanka)

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Profile

I have 8+ years of experience in the field of accounting and finance, with expertise in financial and management accounting, budgeting and forecasting, taxation and compliance. I hold a BSc in Accounting from the University of Sri Jayewardenepura (Sri Lanka) and a member of ACCA (UK). I am passionate about finance business partnering to add value to the decision making and strategy setting process of the business. I have also obtained a certification in strategic planning foundations from LinkedIn to enhance my skills in this area.

Career Snapshot

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|---|-------------------|
| Assistant Manager – Audit & Assurance <i>B.A.C.K. Balasuriya & Co – Colombo Sri Lanka</i> | 01/2016 – 08/2019 |
| Assistant Accountant <i>NKAR Travels & Tours (Pvt) Ltd – Colombo Sri Lanka</i> | 08/2019 – 09/2020 |
| Senior Executive Finance <i>MAS Holdings (Pvt) Ltd– Colombo Sri Lanka</i> | 09/2020 – 03/2022 |
| Senior Accountant <i>247 Techies (Pvt) Ltd – Colombo Sri Lanka</i> | 04/2022 – present |

Education

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|--|-----------------------|
| Association of Chartered Certified Accountants  <i>Associate member - ACCA (UK)</i> | 2021 United Kingdom |
| University of Sri Jayewardenepura  <i>B.sc (Accounting) Sp</i> | 2017 Sri Lanka |
| Institute of Chartered Accountants of Sri Lanka <i>Strategic Level - ICASL</i> | 2019 Sri Lanka |

Skills and Competencies

Microsoft Office (Excel, Word, PowerPoint) | **ERP Systems** (SAP, Oracle) | **IFRSs and GAAP**
Financial Statement Preparation | **Consolidation and Cash flows** | **Budgeting & Forecasting**
Financial Analysis | **Leadership and Teamwork** | **Problem solving**

Professional Experience

Assistant Manager - Audit & Assurance

01/2016 – 08/2019 | Colombo, Sri Lanka

B.A.C.K. Balasuriya & Company

Auditing

- Carrying out external audits of different industries including healthcare, service sector, retail, manufacturing.
- Carrying out internal audit functions of industries including hydro power, real estate etc.
- Preparing audit plans and maintaining proper coordination between the client, the engagement manager and partner.
- Identifying internal control deficiencies of companies and developing recommendations to overcome them & suggesting constructive ways to upgrade internal controls.
- Resolving judgmental and technical matters including IFRS issues.
- Preparation / review of financial statements, auditors' reports, and other reports in accordance with International Financial Reporting Standard (IFRS) and legislations.

Accounting

- Maintained ledgers and preparation of financial statements of different industries and providing management reports.
- Carrying out of stock weekly stock verifications and preparation of related reports.

Taxation

- Calculation, preparation, and submission of corporate and individual income tax returns for different industries and clients.
- Handling **CIT, PIT, VAT, NBT and PAYE** tax calculations, payments and returns in different industries.
- Liaison with Inland revenue department regarding different tax matters.
- Preparation and submission documents relating to income tax and VAT assessments issued by Inland revenue department.
- Possessing extensive expertise in utilizing Sri Lanka's online tax platform, the Revenue Administration Management Information System (RAMIS).

Secretarial Practices

- Maintaining relevant statutory documents according to the companies act of Sri Lanka.
- Preparation and submission of annual statutory documents to registrar of company's Sri Lanka.

Assistant Accountant

08/2019 – 09/2020 | Colombo, Sri Lanka

NKAR Travels & Tours (Pvt) Ltd

One of the leading inbound and outbound tour operators in Sri Lanka.

- **Management Reporting** - Providing financial statements, management accounts, management reports, reconciliations of the companies in the group on weekly/monthly basis to the management. Checking monthly financial accounts prepared by financial accounting team.
- **External Audit** - Liaising with external audit team (BDO Partners) to perform and finalize annual financial audit on time.
- **Payments and Treasury** - Performing payment approvals & treasury management function of the companies of the group.
- **Budgeting & Forecasting** - Preparing annual financial & operational budgets.
- **AP & AR** - Monitoring accounts receivable and payable function, conducting recovery meetings in order to ensure timely recovery of receivables with finance and sales teams.
- **Coordination with External Stakeholders** - Liaison with banks, Inland Revenue department, government institutions and suppliers.
- **Taxation & Regulatory Payments** - Bearing responsibility to ensure the statutory payments are made on due dates.

Senior Executive Finance

09/2020 – 03/2022 | Colombo, Sri Lanka

Aqua Trading Global (Pvt) Ltd - MAS Holdings (Pvt) Ltd

A strategic business unit of MAS Holdings – One of the largest apparel manufactures of South Asia.

- **Group reporting** - Providing information to the group financial reporting. Liaising with group finance team with regards to implementing group financial policies and procedures
- **Financial reporting** - Handling month-end financing activities including intercompany revenue reconciliations, Customer reconciliations, and bank reconciliations finalization.
- **Capex** -Overlooking the area of capital expenditure of the company and preparing relevant reports on a monthly and ad hoc basis.
- **Taxation and regulatory** - Working with central tax teams to ensure the payments and relevant documents are submitted on time.
- **Insurance** - Liaising with insurance companies regarding the employee and property insurances. (Addition of employees, Payments, claims handling)
- **Budgeting & Forecasting** - Providing information to group LRP (Long Range Planning) reporting.
- **Risk & Control** - Working with group risk & control teams to conduct internal audits & to implement relevant key controls.
- **External Audit** - Liaising with external audit teams (PWC - Sri Lanka) to perform and finalize annual financial audit on time.

Senior Accountant

04/2022 – present | Colombo, Sri Lanka

247 Techies (Private) Limited

Tech service provider incorporated in Hong Kong, serving consumers in US, UK, Canada, and Australia.

- **Financial Reporting** - Finalizing monthly and quarterly individual and group financial statements ensuring on time information is provided to the senior management and board of directors.
- **Treasury & Cash** - Handling companies' treasury functions including preparation of monthly cash flow forecast and revenue forecast.
- **Payroll** - Managing payroll functions and consultancy service payments of the company. Overlooking submission of EPF & ETF forms on time.
- **Taxation and Regulatory Compliance** - Preparation and submission of all tax returns in Sri Lanka, Hong Kong, Australia (GST).
- **Management reporting** - Finalizing intercompany revenue and costs. Checking and finalizing performance incentives of technical and sales teams.
- **Engagement with External Stakeholders** - Liaison with banks, Inland Revenue department, Government institutions and suppliers.
- **Financial Audit** - Coordination with external audit teams (KPMG - Sri Lanka & Abacus CPA - HK) to perform and finalize annual financial audit on time.

Further Career History & References

Available upon request