BOOK KEEPER

Posted on **Thursday, November 26th, 2026**

SRI LANKA RED CROSS SOCIETY

If you are proactive, highly motivated, results-oriented, and ready to embark on a challenging career

Come join us

POST

Book Keeper

Based in National Headquarters in Colombo

HRM 039/2026

Salary 45,000/- + EPF & ETF

QUALIFICATIONS & EXPERIENCE

- Part qualification of a recognized professional accounting body.
- Knowledge in Accounting and Book Keeping process.
- Minimum 2 year Experience in Finance Field.
- Computer literacy with working knowledge in computerized accounting systems would be an added advantage.

COMPETENCIES REQUIRED

- Knowledge in MS Office
- Good communication and inter-personal skills
- Language skills in oral and written Sinhala/ Tamil and English

Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

General Requirements

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews;

Please email your applications to: jobs@redcross.lk on or before 05.12.2026 (HRM 039/2026)