



South Eastern University of Sri Lanka

POST OF BURSAR

The South Eastern University of Sri Lanka will entertain applications internally (from the Staff of the Commission/ Higher Educational Institutions/ Institutes) from suitably qualified persons for the post of Bursar.

01. Qualifications:

1. (a) Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;

and

- (b) Should possess at least six (06) years of experience in accounting and/or auditing in an executive capacity after acquiring the qualification at 1 (a) above.

OR

2. A holder of the post of Deputy Accountant/ Deputy Bursar/ Deputy Internal Auditor in the University Grants Commission or Higher Educational Institution/ Institute with the following:

- Confirmed in that post with three (03) years of satisfactory service in that post of which one (01) year should be after acquiring the qualification at 1 (a) above.

OR

3. A holder of the post of Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University Grants Commission or Higher Educational Institution/ Institute with all of the following:

- Confirmed in that post with ten (10) years of experience in accounting and/or auditing in an executive capacity;
- At least eight (08) years of satisfactory service of above ten (10) years should be in the post of Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University System;
- Three (03) years of above eight (08) years of experience should be after acquiring the qualification at 1 (a) above

OR

4. A holder of the post of Deputy Accountant/ Deputy Bursar/ Deputy Internal Auditor in the University Grants Commission/ Higher Educational Institution/ Institute with all of the following:

- Confirmed in that post;
- Possess the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;

- Possess a Masters' Degree in Accountancy/ Finance/ Management* from a recognized University/ HEI;
- Twelve (12) years of experience in accounting and/or auditing in an executive capacity after successful completion of the Intermediate qualification of the CASL or its equivalent;
- Ten (10) years of above experience should be in the post of Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor or above in the University System.

OR

5. A holder of the post of Deputy Accountant/ Deputy Bursar/ Deputy Internal Auditor in the University Grants Commission/ Higher Educational Institution/ Institute with all of the following;

- Confirmed in that post with three (03) years of satisfactory service in that post;
- Possess a Bachelor's Degree from a recognized University/ HEI;
- Possess Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;

or

- Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor;
- Fourteen (14) years of experience in accounting and/or auditing in an executive capacity after obtaining the Intermediate qualification/ HNDA stated above;
- At least five (05) years of such experience should be in the post of Deputy Accountant/ Deputy Bursar/ Deputy Internal Auditor and/or in the post of Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University system carrying the salary scale denoted by salary code U-EX 2 (I).

OR

6. A holder of the post of Deputy Accountant/ Deputy Bursar/ Deputy Internal Auditor in the University Grants Commission/ Higher Educational Institution/ Institute with all of the following;

- Confirmed in that post;
- Possess a Bachelor's Degree from a recognized University/ HEI

or

the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent

or

Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor;

- Not less than eighteen (18) years of experience in accounting and/or auditing in the University system;
- Three (03) years of above experience should be in the post of Deputy Accountant/ Deputy Bursar/ Deputy Internal Auditor in the University System.

OR

7. A holder of the post of Accountant Grade II of the Sri Lanka Accountants' Service with the following;

- Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;

or

Master's Degree in Accountancy/ Finance/ Management* from a recognized University/ HEI.

Note: “*Accounting and/or Auditing*” experience means, the experience gained in an executive capacity in Accounting and/or Auditing in a State or Reputed Private Sector Organization.

* Term “*Management*” means a Degree in Management/ Public Administration/ Business Administration with major component in Accounting and Finance.

02. Salary and allowance

Salary Code: U-EX 3 (II)
Salary Scale: Rs. 95320 – 7x2170; 11x2700 – 140210 p.m.

In addition to the above-mentioned salary, the government-approved allowances applicable to the University System will be paid.

03. Other benefits

- The holder of the above post will be eligible for sabbatical leave in terms of the existing regulations.
- The holder of the above post is entitled to an assigned vehicle with the approved fuel allowance.
- Gratuity payment will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.
- The selected candidate will become a contributor to the Universities Provident Fund and University Pension Scheme in terms of the existing regulations. The appointee is required to contribute 10% of the monthly salary to the Provident Fund while the employer will contribute a sum equivalent to 15% of that salary of which 08% is credited to the Pension Scheme, 07% to the Provident Fund, and 03% to the Employees Trust Fund.

The employee who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement (60 years of age) will not be contributed to the University Pension Fund and such an employee will not be a member of the University Pension Fund.

- e. This appointment will be on probation for a period of one (01) year which may be extended at the discretion of the Council of the South Eastern University of Sri Lanka.
- f. The other conditions of appointment will be in accordance with provisions of the Universities Act. No. 16 of 1978, Universities (Amendment) Act. No. 7 of 1985 and Universities (Amendment) Act. No. 1995 and Ordinance, By-laws, Regulations, and Rules, etc., made thereunder.
- g. Residential facilities will be provided at a nominal rate with existing regulations.

04. Method of Recruitment

- a. Selection by a structured interview.
- b. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

05. How to apply

1. Application forms and relevant details should be downloaded from the University Website: <https://www.seu.ac.lk>
2. Certified copies of relevant educational (including transcript)/ Professional/ extra-curricular and service certificates should be sent along with the application. Only the qualifications, experience, or any other merits gained as of the closing date of applications would be considered for evaluation at the structured interview.
3. Duly completed application should be forwarded under registered post to reach the **Vice-Chancellor, South Eastern University of Sri Lanka, University Park, Oluvil** on or before 04:00 p.m., **17th January 2024**.
4. The post applied should be indicated on the top left-hand corner of the envelope.
5. Applicants should channel their application through the Head of the respective institution along with the certified statement of the present salary particulars. Applications that do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given above.
6. The University reserves the right to shortlist the candidates. Applications received after the closing date and time, applications not in conformity with the above requirements/ incomplete applications will be rejected without intimation.
7. Further clarification can be obtained from the Assistant Registrar, Non-Academic Establishments Division, 067-22-55247 or muhunthan@seu.ac.lk.

**Acting Registrar
South Eastern University of Sri Lanka
University Park
Oluvil # 32360**

18th December 2023