



THE OPEN UNIVERSITY OF SRI LANKA

Finance Division

Vacancies

Post of Financial Coordinator (On Contract)

And

Post of Project Assistant (On Contract)

Applications are invited for the above posts at the Finance Division, The Open University of Sri Lanka.

Post of Financial Coordinator (On Contract)

Qualifications :

- The applicant should hold a Bachelor of Degree from a recognized University preferably in Management / Finance or Business Administration.
- Good commands in English, Computer Literacy Skills & Good Team Worker.
- One year's experience in Finance Division of a recognized organization.

Notes

- Age between 25 and 30 years.
- University is approved practical training organization for all levels of CA Sri Lanka and AAT.
- Selected person should be available full time at the Finance Division of the Open University of Sri Lanka

Nature of the appointment:

- Appointment will initially be for six months, extendable based on performance up to four years.

Remuneration:

- Fixed monthly allowance of Rs.50,000/- + EPF and ETF.

Post of Project Assistant (On Contract)

Qualifications :

- The applicants should hold a Bachelor's Degree from a recognized University.
- Ability to communicate in two languages (Sinhala and English) and to handle correspondence in English.
- Proficiency in computer literacy.
- Ability to handle administrative work, scheduling, and coordination work.

Notes

- Age between 25 and 30 years.

Nature of the appointment:

- Appointment will initially be for six months, extendable based on performance up to four years.

Remuneration:

- Fixed monthly allowance of Rs.40,000/- + EPF and ETF.

Please email your Curriculum Vitae with a copy of the Degree Certificate to the **bursar@ou.ac.lk** on or before **17th September 2025**. Short-listed candidates will be called for an interview.
(Please state the post in the subject of the email)

Venue: **Bursar's Office of the Finance Division**
 The Open University of Sri Lanka Nawala,
 Nugegoda.

Inquiries: 0112881296 (Finance Division)

Registrar
The Open University of Sri Lanka.
Nawala, Nugegoda.

11.09.2025