

Job Description

SriLankan Airlines Ltd, the National Carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, Europe and Australia. The Airline has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.

Monthly preparation of files for statutory compliance, accounting for receipts and payments, to ensure zero penalties.

Job Accountabilities:

- Preparing a state wise consolidated file for taxable income derived on monthly sales of excess baggage, passenger ticket sales and delivery orders.
- Preparing input tax file with eligible criteria and verifying monthly payment ledger with head office report to ensure the accuracy of input tax claim.
- Reconciling consolidated input tax claimable invoices with Goods and Service Tax Return (GSTR 2B) . Follow-up with respective vendors for missing Goods and Service Tax (GST) values under GSTR 2B reconciling daily airport cash sales with bank statement and fortnight reconciliation of credit card settlement with clearing agent's statement along with bank statement. Coordinating with respective airports for collecting proof on suspicious credit card transactions.
- Reconciliation of credit note in GST portal against payment voucher to ensure accuracy on non-reversal of credit values reflecting in GSTR 2B.
- State wise verification of GSTR 3B working with GSTR 3B final filing and net tax paid to the authority.
- Issue GST invoices to travel agents against ticket sales as an when required.
- Agent wise reconciliation of GST on commission – reconciling the agents report with UL system report and verifying the GST paid on commission by agents and issuing credit memos.
- On time checking and confirming receipt of cash for issuance of delivery order to clear incoming cargo consignment on daily basis.
- Reconciling credit card settlement against credit card statement for airport credit card sales on a weekly/fortnight basis.
- Accounting of invoices and raising receipts against bank statement for delivery order and other airport settlements, handling various payments related to airport operation.

Requirements

- A Degree from a recognized University with 3 years of work experience in relevant discipline.
- Proficiency in written & spoken English is essential.

The upper age limit should be 32 years as of 16th June 2025 which is the closing date.

Be an Indian Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Grade
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Division Name
Worldwide Sales & Distribution

Date Opened
06/06/2025

Application Closing Date
16/06/2025

Job Type
Full time

Industry
Airline - Aviation

City
Chennai

Province
Tamil Nadu

Country
India

Postal Code
600001