



Immediate vacancy

Manager Finance– Art Way Academy, Gallery and Institute

- This is a fulltime position for a qualified male applicant. We are searching a person who can manage finance, administration and correspondence of the Directors
- There is an Accounts Executive for you to manage the accounts
- You have to report to the Head of the Art Way Gallery, Institute and the Academy
- We are searching graduates or Diploma holders who has the right attitude to get involve with all the operations as multitasks
- There is an excellent working environment and opportunities for learning within the professional work culture
- Basic salary is Rs. 30,000.00 per month with monthly incentive structure. Performance incentives can be earned up to Rs. 40,000.00 per month based on the achievement of the targets and the level of performance
- Ability to communicate and correspond in English is a must
- You have to have a very good skills on word and excel
- Skills on website management will be an added value
- Preference will be given for management graduates with at least 1 year experience of managing finance, administration and company corresponding
- Sunday to Thursday are working days (8.30 am to 5.30 pm), Friday and Saturday are off days for this position
- Online application is compulsory

Employment Terms and benefits are negotiable and attractive.

Apply on or before 13th August 2017

www.artgallery.lk/index.php/jobs

Selection Procedure and Deadlines

1. First Interview and the written/practical test (14th August 2017)
2. Second Interview (16th August 2017)
3. Commencement of the Job (20th August 2017 Sunday)

Managing Director
Art Way Academy of Visual Arts

No. 66, Old Kesbewa Road, Nugegoda, 10250 Sri Lanka