



## **SRI LANKA FOUNDATION Vacancies**

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post on the Staff of The Sri Lanka Foundation.

### **DIRECTOR FINANCE (HM 1-1) - 01 Post**

#### **Qualifications and Experience.**

##### **External Candidates - (1 or 2 below)**

1. A Bachelor's Degree in Management/ Business Administration/Commerce/ Accounts which is recognized by the UGC

AND

A postgraduate degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional chartered institute, which is relevant to the subject area of the post

AND

Minimum of fifteen (15) years' experience at a managerial level in a Corporation/ Statutory Board /institution or a reputed private institution

2. Full membership of a recognized professional chartered institution in a related field to the post

AND

Minimum of fifteen (15) years' experience at a managerial level in a Corporation, Statutory Board /institution or a reputed private institution

##### **Internal Candidates (1 or 2 below)**

1. Having obtained the qualifications required by external candidates above
2. Completion of minimum five (05) years satisfactory service in a post in the manager (MM1-1) Category Grade I in the subject area relevant to the post

**Age:** The candidate should be not less than 35 years and not more than 55 years. The upper age limit will not apply to internal candidates.

**Salary Scale:** Will be in accordance with the Management Services Circular 01/2025.

**HM 1-1 -2025**       $140,640 - 15 \times 4,100 = 202,140/-$

**Nature of Appointment:** Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

### **Job Description**

- Financial Management of the SLF.
- Preparation of annual Financial Statement.
- Preparation of the annual estimates of the SLF.
- Liaison with the Internal Auditor and the officials of the Auditors Generals Department regarding Audit Queries.
- Overall supervision of the staff of the accounts and the supplies divisions.
- Supervision of the procurement and stores management.

### **Recruitment Procedure:**

As determined by the Appointing Authority recruitment of external and internal candidates will be done through a structured interview conducted by a panel appointed by the appointing authority.

Appointments will be made purely in the order of merit at the interview.

### **General Conditions**

Every applicant:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post.
- Should be of excellent moral character.
- Computer literacy and sound knowledge would be an added advantage.
- Any application submitted without the required information will be rejected.
- The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.
- Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.
- Applicants must duly complete the Specimen application provided by the SLF.
- If applying for more than one post, a separate application should be submitted for each post.

- Applicants must have completed all the qualifications before the closing date of applications.
- The final decision in respect of recruitment shall rest solely with the SLF Management.

Applications below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach “ Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Colombo 07.” on or before 02<sup>nd</sup> February, 2026.

Chairman,  
Sri Lanka Foundation  
No.100, Sri Lanka Padanama Mawatha,  
Independence Square  
Colombo 07.

# **Sri Lanka Foundation Institute**

## **Application Form**

## Post of: Director Finance

01. (a) Name with initials (in English) : .....

.....

(b) Names denoted by initials (in English): .....

更多資訊請上 [1111.org.tw](http://www.1111.org.tw) 網站查詢

## 02. National Identity Card Number

03. (a) Private Address (In English): .....

.....

Telephone No:

(b) Official Address (In English): .....

.....

Telephone No:

(c) Please indicate the address to which the Letter should be posted.

Private  Office

04. (a) Date of birth: .....

(A copy of the birth certificate should be attached)

(b) Age as at closing date for applications: Years: ..... Months: ..... Days: ....

05. Civil Status:

06. Gender:

07. State whether a citizen of Sri Lanka: (Yes/No)

08. Educational and Higher Qualifications:

(Copies of the certificates should be attached)

University-.....

Year-.....

Degree-.....

09. Professional Qualifications: (Copies of the certificates should be attached)

Course	Institution	Effective Date

10. Experience: (Copies of the certificates should be attached)

Institute	Designation	Duration

11. Other Achievements

Achievement		

12. Two non-related Referees

Name	Position	Address	Telephone No.

13. Have you served under the Government before? ( **Yes / No** )

If yes, give details:

.....

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

Date: .....  
.....

Signature of the Applicant

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**Certification of Head of Department/Institution**

**(Only for applicants serving in the Public Service/Provincial Public Service)**

Director General,

I recommend and forward the application of Mr. / Mrs. /Miss..... holding the post of ..... in this Institution. I certify that he/she has been/has not been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released permanently from the service if selected for this post. (Please strike through the irrelevant words.)

Date: .....  
.....

Signature of Head of Department/Institution  
(Official Stamp)