

# WE ARE HIRING!

## ROLE - HR & FINANCE EXECUTIVE

Join WealthOS to help us create a compassionate, creative, and scalable culture! Your role will support the Finance and HR Operations for WealthOS Group (UK and Sri Lanka).

The ideal candidate possesses a solid ethical framework and understanding of confidentiality and has demonstrated integrity, accountability, and a strong work ethic in prior work experience.

### HR RESPONSIBILITIES

- Assist with the pre and post-hiring process
- Assist in employee orientation and onboarding process
- Handle administration of employee benefits
- Maintain employee personnel files and conduct ongoing audits
- Manage team events and activities
- Support office administration
- Support culture and HR strategy development and implementation

### FINANCE RESPONSIBILITIES

- Perform accounts payable functions
- Verify completeness and accuracy of all expenses
- Comply with established internal control practices and procedures to ensure proper management of financial transactions
- Assist with ad-hoc finance tasks
- Assist in payroll administration
- Manage relationships with vendors and suppliers

### YOU MIGHT BE THE 'ONE' IF:

- You have an associate's degree in Human Resources, Finance or Accounting and/or at least three years of related experience.
- You are comfortable using Excel, other Microsoft Office applications and/or Google Suite
- You can maintain confidentiality and work independently and autonomously
- You can meet deadlines and coordinate work with others
- You have excellent verbal, written, and in-person communication skills
- You are a great problem solver and excellent attention to detail

If you're interested in joining us please send your CV to [shahera@wealthos.cloud](mailto:shahera@wealthos.cloud)

For the right fit, we're looking to offer a GBP pegged, above-market rate compensation package.

We follow flexible hours and have a hybrid working culture.

We are an equal opportunity employer and value diversity at our company.