

ASIA  
CAPITAL  
PLC

Asia Capital PLC is a leading player in financial services listed on the Colombo Stock Exchange. Pursuant to Management structural changes a vacancy has arisen for a

**POST OF ACCOUNTANT**

We are on the lookout for an enthusiastic, dynamic and result oriented individual to be a member of our finance team. He / She should exhibit the following attributes:

- 1) A mature outlook, capable and diligent individual with at least 2/3 years in a reputable organization.
- 2) Excellent interpersonal and communication skills with a passion and drive to succeed.
- 3) Age below 35 years.
- 4) Outgoing and friendly personality with the ability to resolve issues.

**Qualifications**

- Professionally qualified in ICASL / CIMA / ACCA
- Knowledge of accounting packages
- At least 2/3 years experience in similar capacity
- Computer literacy and fluency in English are essential

**Main Responsibilities**

- Preparation of monthly final accounts
- Preparation of group consolidation accounts
- MI and customized report generation
- Preparing annual budgets and coordinating the budgeting process
- Be able to manage all other accounting functions

**Remuneration**

An attractive remuneration package will be offered to the selected candidate. Please apply by registered mail within 7 days, giving the names and contact Numbers of two non related Referees addressed to:

Senior Manager – Human Resources & Administration  
**Asia Capital PLC,**  
Level 36 West Tower, World Trade Centre, Colombo 01.

JEBZ

ASIA WEALTH  
MANAGEMENT  
CO (PVT) LTD**POST OF ECONOMETRIST**

Asia Wealth Management (Pvt) Ltd is a fully owned subsidiary of Asia Capital PLC, which includes Asia Capital's portfolio management, corporate finance, equity research and fixed income businesses, comprising the origination, and sales of capital markets products including debt, equity, and other securities, together with our corporate and transaction advisory businesses.

These highly specialized and acutely honed departments benefit from the interdependence and knowledge sharing possible under the Asia Capital group. It is the objective of Asia Capital that the company will develop into a market leadership position with respect to corporate finance and corporate advisory, research and treasury so that it will be the automatic choice of Sri Lanka's corporate sector for all its investment banking needs.

The portfolio management team is responsible for new model development, quantitative solutions, cutting edge research and thought leadership.

We are looking for an econometrist to join our team, who has the ability and passion to provide actionable solutions and accountability to support key investment decisions. The role will call for a person who is hands on, working on data analysis and creation and support of analytics.

**Person Specification**

- The candidate should ideally have an advanced degree with an econometric background, preferably in finance, financial economics, financial mathematics or equivalent. Those with a bachelors degree and relevant work experience are also encouraged to apply.
- The candidate should have applied statistics and econometric skills in time series analysis, volatility estimation, GARCH models and extensions, maximum likelihood estimation, methods of moments and analysis of cointegration.
- The successful candidate will possess excellent knowledge of Excel/VBA and statistical packages such as SAS and Matlab.
- The successful applicant will be a good presenter and communicator with the ability to influence, train and develop people and be willing to consult existing research literature for solutions or ideas in an efficient manner and show initiative in looking for solutions.

If you have the required skills set and are in search of a rewarding career in quantitative finance please email [portfolio.manager@asiacapital.lk](mailto:portfolio.manager@asiacapital.lk) within 7 working days.

Asia Capital PLC is an equal opportunity employer that employs people across the full spectrum of society. Asia Capital PLC works hard to create a workplace with an emphasis on inclusion, innovation and merit. By valuing diversity and equality in our workplace, we believe it adds strength to our business.

JEBZ

# Staying cool and confident under pressure

"So, Susan, your report indicates you support forging ahead with the expansion but have you considered the impact this will have on our customers? Surely you remember the fiasco in Dallas last year when they tried the same type of project?"

Yikes! If you're Susan, you're likely feeling under pressure! You have to answer the question and allay the CEO's concerns about the disruption to customers. What do you do? What do you say? How do you say it? What if you can't think of anything to say? This is not an uncommon situation. Whether you

are put on the spot while attending a meeting, presenting a proposal, selling an idea, or answering questions after a presentation, articulating your thoughts in unanticipated situations is a skill. Thinking on your feet is highly coveted skill and when you master it, your clever and astute responses will instill immediate confidence in what you are saying.

When you can translate your thoughts and ideas into coherent speech quickly, you ensure your ideas are heard. You also come across as being confident, persuasive, and trustworthy.



Confidence is key when learning to think on your feet. When you present information, give an opinion or provide suggestions, make sure you know what you are talking about and that you are well informed. This doesn't mean you have to know everything about everything, but if you are reasonably confident in your knowledge of the subject, that confidence will help you to remain calm and collected even if you are put unexpectedly in the hot seat.

The secret of thinking on your feet is to be prepared: learn some skills and tactics, and do some preparation for situations that might put you under pressure. Then when you do find yourself faced with unexpected questions and debate, you'll be ready to draw on these tactics and preparation, and so stay poised while you compose your thoughts and prepare your response. Here are some tips and tactics:

**1. Relax**

This is often the opposite of how you are feeling when you're under pressure, but in order for your voice to remain calm and for your brain to "think", you have to be as relaxed as possible.

Take deep breaths

Take a second and give yourself a positive and affirming message

Clench invisible muscles (thighs, biceps, feet) for a few seconds and release.

**2. Listen**

It comes as no surprise that listening is critical to thinking on your feet. Why do you need to listen? To make sure you fully understand the question or request before you reply. If you answer too soon, you risk going into a line of thinking that is unnecessary or inappropriate. To help you with your listening remember to:

Look directly at the questioner Observe body language as well as what is being spoken Try to interpret what is being suggested by the question or request. Is this an attack, a legitimate request for more information, or a test? Why is this person asking this and what is the intention?

Tip:

Remember that the person is asking a question because he or she is interested. Some interest is positive - they simply want to know more - and some is negative - they want to see you squirm. Either way they are interested in what you have to say. It's your privilege and pleasure not to disappoint them!

**3. Have the Question Repeated**

If you're feeling particularly under pressure, ask for the question to be repeated. This gives you a bit more time to think about your response.

At first glance people think this will only make them look unsure. It doesn't. It makes you look concerned that you give an appropriate response. It also gives the questioner an opportunity to rephrase and ask a question that is more on point. Remember, the questioner may well have just "thought on his or her feet" to ask the question, so when you give them a second chance, the question may well be better articulated and clearer to all.

By asking to have the question repeated you also get another opportunity to assess the intentions of the questioner. If it is more specific or better worded, chances are the person really wants to learn

more. If the repeated question is more aggressive than the first one, then you know the person is more interested in making you uncomfortable than anything else. When that's the case, the next tip comes in very handy.

**4. Use Stall Tactics**

Sometimes you need more time to get your thoughts straight and calm yourself down enough to make a clear reply. The last thing you want to do is blurt out the first thing that comes to your mind. Often this is a defensive comment that only makes you look insecure and anxious rather than confident and composed.

Repeat the question yourself. This gives you time to think and you clarify exactly what is being asked. It also allows you to rephrase if necessary and put a positive spin on the request.

**AUSTRALIAN HIGH COMMISSION****JOB VACANCY**

The Australian High Commission in Colombo has a vacancy for an Administration Assistant.

Interested applicants should visit the High Commission website [www.srilanka.embassy.gov.au](http://www.srilanka.embassy.gov.au) under "More Information - Job Vacancies" for the position duties and selection criteria.

Only those applicants who submit their application in the prescribed manner and format, and who make strong claims against the selection criteria will be short-listed for interview.

**Closing date for applications is Monday 1 November 2010.**

**KINGSTON ACADEMY****Inspire children for a lifetime**

Kingston Academy is the first and only Montessori Programme in Sri Lanka with US affiliation. We follow the American Montessori curriculum, teaching methodologies, principles and processes in a spacious, well-equipped and inspiring environment under professionally trained staff. Currently, we are looking out for:

**HEAD MISTRESS**

Candidates should possess AMI / AMS qualification, aptitude and experience for advising and ensuring the smooth and efficient functioning of the Academy. Hence, relevant qualifications with a minimum of 5 years' practical, theoretical and administrative experience in a recognized educational programme, are pre-requisites.

**SECRETARY/CO-ORDINATOR**

At least 3 years' relevant experience, sound knowledge of Secretarial work, PR skills and the ability to coordinate with our partner Kingston Academy USA regarding our educational programme are pre-requisites.

Selected candidates can look forward to an attractive, negotiable remuneration package. Apply with detailed CV with two non-related referees, copies of certificates and testimonials to reach us within 10 days of this advertisement.

**The Kid's Study, No: 13, Kirimandala  
Mawatha, Nawala, Rajagiriya. Tel: 0777371022.  
E-mail: [thekidsstudy@gmail.com](mailto:thekidsstudy@gmail.com)**

**BHAWAN ENGINEERING GROUP**

Bhawan Engineering Group is the leader in trading, multi-disciplinary contracting and facilities management (operation and maintenance) employing over 9000 people. We represent world leaders like Carrier, OTIS, and Cummins etc. and have executed prestigious multi-million dollar project like Hospitals, Petrochemicals, LNG Facilities Power Plants, Residential & Commercial Complexes. We require for our ongoing and forthcoming projects in Oman and UAE.

**QS Managers/ Sr. Quantity Surveyors - MEP Projects - 02 nos.**

Qualified Quantity Surveyors with minimum 8 - 15 years experience in post tender quantity survey, progress measurement, billing and claims for large integrated MEP Projects like airports, hotels, hospitals, commercial, residential and industrial projects. Excellent knowledge of commercial terms and conditional is essential.

Attractive Salaries (will not be less than the minimum stipulated by the Sri Lanka Bureau of Foreign Employment) and other benefits - furnished accommodation, free transport, free medical, Gratuity & paid leave, travel etc. as per Company policy. Food included in the salary and 8 hours working per day. (Free Recruitment) (OR 1 = S.L. RS. 293/=)

Please E-mail type written application together with qualifications and experience certificates and contact phone numbers to Sarathi Limited - [sarathilttd@eureka.lk](mailto:sarathilttd@eureka.lk).

**Sarathi Limited,**  
50, Hyde Park Corner, Colombo 02.  
Tel.2435539