

# ENGAGE WITH A DIFFERENCE



## Branch Operations In Charge

(Dehiwala, Polonnaruwa, Kilinochchi, Akkaraipaththu)

### THE JOB

- Support Branch Manager for Branch administration activities, health and safety measures and ensure compliance with all operations and finance regulations.
- Verify and authorize financial and non-financial transactions through the ERP system.
- Oversee overall Branch operational functions with high degree of accuracy.
- Monitor, follow up and provide guidance to the operational staff on operational policies and procedures.
- Maintain dual controls and all other controls and safety measures along with security key handling.
- Enhance the customer satisfaction of the branch.
- Assist Branch Manager in Internal and external audits and ensure the adherence to compliance procedures and all other policies and procedures.

### THE PERSON

- Bachelor's degree or an equivalent professional qualification.
- 03 - 04 years' of hands on experience in branch operations at a reputed Licensed Finance Company.
- Excellent written and verbal communication skills.
- High proficiency in MS Office & exposure to ERP system.
- Good team player with positive leadership skills.

*Siyapatha Finance PLC is the fully owned largest subsidiary of **Sampath Bank PLC***



Manager - HR Services, Siyapatha Finance PLC  
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Company Registration No: PB 917 PQ



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Siyapatha Finance

(Finance Company of Sampath Bank Group)