

# STEP IN TO A CAREER IN BANKING

## BANKING ASSISTANT – REGULATORY REPORTING

An ideal opportunity to excel in a career in Banking with one of Sri Lanka's fastest growing banks. As an equal opportunity employer, we invite applications from suitable candidates for the position of Banking Assistant - Regulatory Reporting in the Finance Department at Union Bank.

### The Job :

- Preparation of Central Bank (Regulatory) returns.
- Preparation of weekly and monthly reports required for MIS and external stakeholders.
- Respond to queries and support stakeholders as and when required.
- Deal with external stakeholders and attend to data requirements.
- Ensure compliance of internal policies and procedures.
- Ensure all regulatory requirements are met on agreed timelines.
- Creation & maintenance of General ledger accounts in Core Banking System.
- Backup Support for finance payments function on their day today activities.

### The Person :

- Should possess a minimum of 2 years of experience at a bank, financial institution or similar capacity.
- Full/Part qualifications in the field of accounting/finance would be an added advantage.
- Have excellent knowledge in MS Office (Word / Excel).
- Ability to pay attention to work quality, details and accuracy.
- A team player with positive attitude and good interpersonal skills.
- Ability to work under pressure and meet given deadlines.
- Ability to take initiatives and work independently with minimum supervision.

### Rewards

The right candidate can look forward to a remuneration package inclusive of staff loan benefits at concessionary interest rates and career prospects.

Applications must be forwarded via email to [jobs@unionb.com](mailto:jobs@unionb.com) with the names of two non-related referees on or before **30<sup>th</sup> November 2022**. The email subject line must state **"Banking Assistant – Regulatory Reporting"**. All applications will be treated with strict confidence. Only shortlisted applicants will be notified.

 **UNION BANK**