



DO YOU HAVE THE ABILITY TO POWER OUR TEAM?

We are a subsidiary of Sri Lanka's leading private commercial bank HNB PLC, and a leader in the finance industry with an immaculate record of over 20 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 70 Branches spread across the Island. We have been recognized and awarded as one of the Best Workplaces in Sri Lanka and Asia.

In view of our growth expectations, we seek highly motivated, dynamic and result oriented individuals to join our organization.

Vacancies exist in Piliyandala / Maharagama/ Dehiwala/Kotahena/Manin Market and Samanthurei

Branch Manager

Job responsibilities

- Develop business plans, forecasts to achieve set financial objectives
- Increase the overall productivity of the branch by budgeting effectively, eliminating inefficiencies and capturing growth opportunities.
- Design and implement financial performance plans, strategies, and any other required operational activities
- Plan, organize, lead and control individual and overall branch targets assigned to the sectional heads and ensure target achievement.
- Maintain the company products' NPL ratios within the company accepted norms. (Leasing, Micro Finance, SME, SSE, Micro Housing Loan, Personal Loan, etc.)
- Investigate operations regularly in order to identify inefficiencies and take immediate and corrective decisions.
- Motivate and guide branch staff to achieve objectives.
- Provide support for the daily operations and overall functions of the branch.

Attribute and Qualifications

- Minimum 3 years' experience at managerial level or Asst. managerial and more than 7 years' experience at executive level in a Bank or Finance Company.
- Diploma or Degree in relevant field.
- Ability to work in a computerized office environment.
- Excellent communication skills in Sinhala and English. Tamil will be an added advantage.
- Ability to work well in both team-oriented and self-directed environments
- Possess good presentation skills, problem solving and analytical skills.
- Excellent interpersonal skills and negotiation skills.
- Should have a valid driving license.

If you are willing to take up the challenge, forward your resume via e-mail, career portal OR by post within 10 days of this advertisement along with the details of two non-related referees, to the address stated below or to hr@hnbfinance.lk.

Please indicate the post applied for on the top left hand corner of the envelope or in the subject line of your e-mail.

Senior Manager- Human Resources

HNB Finance PLC

No.168, Nawala Road, Nugegoda, Sri Lanka.

Tel: 0112 02 48 48

Email: hr@hnbfinance.lk

In-charge back office

Job responsibilities

- Implementing Accounts & Financial plans, policies and procedures given by the management
- Oversee the entire cash handling process of the branch
- Authorizing and evaluating loans
- Responsible for overall Back Office the day-to-day operations of the staff attached to the branch
- Proper Maintenance of All Security Documentation as Per the Company Policy/ Relevant Regulatory
- Resolving client queries and complaints.
- Performing administrative and clerical duties, such as data entry and filing, when necessary
- Signing on new clients and helping them through the onboarding process

Requirement and Qualifications

- Minimum 5-year progressive experience in a related field
- Professional qualification/s of Accounts Field (AAT, CAB II, etc.) or Equivalent combination of education and experience will be an added advantage
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- G.C.E. Advanced Level
- Good knowledge in MS Office Package