



Merchant Bank of Sri Lanka & Finance PLC, a well-established Finance Company, and a subsidiary of Bank of Ceylon is looking for a dynamic and result oriented individuals to join our team as.

**1. CASHIERS (STAFF ASSISTANT GRADE)
(RATNAPURA/KOTAHENA/PUTTALAM)**

Job Role

- Provide cashiering services to customers by receiving deposits, loan payments; cash cheques; other relevant payments.
- Record transactions timely in accordance with Company System & procedures and prepare the relevant transaction reports.
- Proceed opening and closing accounts whilst ensuring accurate data collecting & documentation connected with.
- Reconcile cash plot by proving cash transactions; reconciling loan payments and other transactions; turning in excess cash and mutilated currency to respective authorized officer of the Branch in order maintain supply of branch cash plot.
- Handle currency, transactions, and confidential information in a responsible manner.
- Follow & adhere to the Company financial internal controls, security regulations, Guide lines of Operational Manual, Policies, Procedures & Management Directives.
- Actively watch out for fraudulent practices and manage any risk that may arise.

Profile

- G.C.E (A/L) examination with 3 passes
OR
- G.C.E (O/L) examination preferably with 5 Credit Passes & 01 Year experience.

**2. DOCUMENTATION OFFICERS (UP TO JUNIOR EXECUTIVE GRADE)
(RATNAPURA/PUTTALAM)**

Job Role

- Support & contribute consistently to achieve the Branch goals.
- Ensure to comply with applicable statutory guidelines & requirements including CBSL, CSE, relevant whilst assuring no violations in respective fields.
- Adhere to Policies, Procedures, Guidelines, Internal Controls/Rules imposed by the Management of the Company time to time.
- Extend fullest cooperation to the Superiors & Team Members in carrying out Branch Tasks.

Profile

- G.C.E (A/L) Examination with 01 Years' Experience.
OR
- G.C.E (O/L) Examination with 02 Years' Experience.
- G.C.E (O/L) Examination with Certificate/Foundation Level of relevant discipline with 01 Years' Experience.

3. GOLD LOAN OFFICERS (HINGURAKGODA/WENNAPPUWA)

JOB ROLE

- Identification and assessment of Gold articles.
- Disburse right value against assessed the gold articles.
- Adherence to laid down policies, procedures, rules and regulations of Gold loan.
- Ensure achieving branch gold lending business objectives.
Organize and carry out marketing campaigns to capture new Business.

PROFILE

- A sound knowledge in identification and assessment of gold articles and sound knowledge in entire Gold loan operations and procedures.
- Sound judgment with business minded acumen.
- G.C.E.(A/L) examination with 3 passes with 02 Years' Gold loan Experience
OR
- Pass G.C.E.(O/L) Examination with 03 Years' Gold loan Experience.
- Good Communication Skills.

AGE:

- Below 30 Years

Remuneration:

Attractive remuneration package including other fringe benefits will be offered to the right candidate, based on the experience and performance

How to Apply:

Applicants are advised to indicate the positions applied for on the subject line of the e-mail / top left-hand corner of the envelope and send your detailed resume along with names of two non-related referees within 14 days of this advertisement to the following email/ address. The vacancies will be filled purely on merit and any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

Assistant General Manager - HR
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