



Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individuals to join our team for the following posts.

## 1. Tellers

*for our Islandwide Branch Network :*

### Job Role

- Provide cashiering services to customers by receiving deposits, loan payments; cash, cheques and 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 therewith.
- Reconcile cash 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.
- Handle currency, transactions, and confidential information in a responsible manner.
- Follow & adhere to the Company financial internal controls, security regulations, guidelines of Operational Manual, Policies, Procedures & Management Directives.
- Actively watch out for fraudulent practices and manage any risk that may arise.

### Qualifications & Experience

- G.C.E (A/L) examination with 3 passes.  
**OR**
- G.C.E (O/L) examination preferably with 5 Credit Passes.
- Minimum 01 year experience in Teller functions.

## 2. Documentation/Appraisal Officers

*for our Islandwide Branch Network:*

### Job Role

- Preparation of Credit appraisals and completing of relevant documents pertaining to Lease /HP etc.
- Ensure documents related to FD Savings & Data feeding to systems are completed.
- 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 of the Company.

### Qualifications & Experience

- 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

### AGE:

- Below 30 Years

### Remuneration:

Performance based remuneration package will be offered to the right candidates, based on the qualifications and experience.

### 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.

Human Resource Department  
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