



Are you ready to elevate your growth journey?

Growth is a combination of hard-work and commitment. That's why at Seylan Bank, we enrich your growth journey with a progressive culture that empowers your potential. With your determination to succeed and our innovative mindset, together we can re-shape the future of Banking in Sri Lanka.

Banking Assistant– Islamic Banking Unit

Job Responsibilities

- Maintain daily records for preparation of reports & batch filing.
- Assist in account opening process & mandate scanning.
- Preparation of balance confirmations for audit/compliance purpose.
- Handle Post-dated (PD) cheques & maintain records for same.
- Assist in the tax refund procedure for clients.
- Support Relationship Managers during client visits & assist in preparing call reports.
- Coordinate & collate information required for reporting to CBSL & other business units.
- Monitor Insurance expiry on stocks & properties.
- Handle day to day transactions efficiently & accurately.

The Person

- Minimum 02 years of experience in Islamic Banking operational work.
- Sound knowledge in Islamic Banking product structures.
- Be literate in IT with proficiency in Sinhala / Tamil languages.
- Strong communication skills both oral and written coupled with good interpersonal and analytical skills.
- Possess a fully or partially completed degree/a professional qualification in banking /Islamic banking, finance from a reputed professional body.
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self-starter with ability to multitask and complete assignments within time constraints and deadlines.

If you fulfill the above criteria, we invite you to email your cv along with a recent photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.