



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 post.

**TELLERS
(AMBALANTOTA/HATTON/KANDANA/JA-ELA/MONARAGALA)**

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.

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

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 position 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 10 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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