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Assistant Branch Manager Metro Region Branches

Job Role

The purpose of this job is to assist the Branch Manager in supervising the banking operations of the branch. The Assistant Branch Manager plays an important role in the running of an entire operational functions of the branch.

- Supervise all the routine operational functions generally accomplished by the branch.
- Achieve the targets / bottom line results set by the management in order to secure profitability of the branch
- Ensure the branch team adheres to the operational manual and the circulars issued therein
- Mitigate operational losses of the branch
- Ensure that all necessary approvals are obtained from the relevant authority and recorded for future audit
- Ensure the branch maintains superior customer service standards
- In charge of the overall supervision of all cash movements and appropriate entry and maintenance of accounting entries /records

- Initiate and implement the standards set by the Branch Manager in order to sustain productivity, profitability and growth
- Work with staff and look after the business and individual customer accounts
- Maintain proficient customer service in order to ensure a professional corporate image for the company
- Motivate and encourage staff to keep the branch or branches running efficiently
- Answer any queries from customers and solve problems
- Maintain general account balances and update the branch manager of any differences
- Maintain a satisfactory rating on all Audits (operation/GSK/sharia etc).

Candidate Profile

- Degree / Diploma from a reputed institution, preferably in the field of Business Management/ Marketing/ Banking and Finance or
- Full/part qualifications in ICASL/ CIMA/ ACCA/ CIM/ SLIM
- A minimum of six (6) years' experience in General Banking Operations out of which at least three (3) should be in an executive position.
- Dynamic, outgoing and friendly personality with exceptional communication skills
- Result oriented and business focused attitude with the ability to lead and manage a diverse team

Send your CVs to employment@amana.lk indicating the position applied for in the subject line.

Only shortlisted candidates will be notified



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