



## POST OF ASSISTANT MANAGER-INTERNAL AUDIT GRADE III CLASS II

### ELIGIBILITY REQUIREMENTS

#### 1. Candidates should be citizens of Sri Lanka

#### 2. Educational/Professional Qualifications

A Degree in Finance/Accountancy/Commerce/Business/Management from a recognized University

**AND**

Business Level Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL)/ Managerial Level of the Chartered Institute of Management Accountants (CIMA) or equivalent qualifications

**OR**

A fully qualified member of the Institute of Chartered Accountants of Sri Lanka (ICASL)/Chartered Institute of Management Accountants (CIMA)/The Association of Chartered Certified Accountants (ACCA).

#### 3. Experience

A minimum of three years working experience in Internal Audit/External Audit/Finance in a reputed organization preferably in a financial institution

#### 4. Age Limit

Below 40 years

#### The ideal candidate should possess;

- Knowledge on application of Accounting and Financial Reporting Standards and other compliance and regulatory requirements
- Knowledge on corporate governance practices in a Financial Institution.
- Knowledge on auditing practices of a Financial Institution.
- The ability to study and ascertain the adequacy of the internal control systems procedures.
- The ability to carry out audits in a computerized environment.
- Analytical, interpretation and writing skills.
- Well-developed interpersonal and managerial skills to liaise efficiently at all levels of management.
- Commitments to deadlines.
- Willingness to travel Island wide continuously for assignments.

### TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year.

## **SALARY SCALE**

Rs.113,040/- 150,640/-  
1,880 x 20

The initial monthly gross salary will be Rs.218,898/- approximately.

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## **POST OF ASSISTANT MANAGER-INFORMATION SYSTEMS AUDIT GRADE III CLASS II**

### **ELIGIBILITY REQUIREMENTS**

#### **1. Candidates should be citizens of Sri Lanka**

#### **2. Educational/Professional Qualifications**

A Degree in Information Systems/ Information Technology from a university recognized by the University Grants Commission of Sri Lanka

(Those who follow CISA/ CISM/ CISSP certifications will have an added advantage)

#### **3. Experience**

Minimum 2 years' experience in IT Audit, IT Security or IT in a Bank /Financial Institution

#### **4. Age Limit**

Below 40 years

#### **The ideal candidate should possess:**

- Knowledge and understanding on prevailing IS Auditing standards and best practices.
- Understanding on the risk based auditing in an IT driven environment.
- The ability to study and ascertain the adequacy of the systems control and procedures
- The ability to independently analyze and finalize audits/ investigations and draft reports/ presentations.
- Well developed interpersonal and managerial skills to liaise efficiently at all levels of management, commitment to deadlines, and a proven track record.
- Candidates with working experience in Data Analytics and tools will have an added advantage (E.g. ACL, R ,Python, MS power BI etc.)
- Be a good team player.
- Willingness to travel island wide.

### **TERMS OF EMPLOYMENT**

This position will be on permanent basis subject to a probationary period of one year.

## **SALARY SCALE**

$$\frac{\text{Rs.113,040/- 150,640/-}}{1,880 \times 20}$$

The initial monthly gross salary will be Rs.218,898/- approximately.

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## **POST OF EXECUTIVE-INTERNAL AUDIT GRADE III CLASS III**

### **ELIGIBILITY REQUIREMENTS**

#### **1. Candidates should be citizens of Sri Lanka**

#### **2. Educational/Professional Qualifications**

A Degree in Finance/Accountancy/Commerce/Business/Management from a recognized University

**AND**

Business Level Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL)/ Managerial Level of the Chartered Institute of Management Accountants (CIMA) or equivalent qualifications

**OR**

A fully qualified member or passed finalist of the Institute of Chartered Accountants of Sri Lanka (ICASL)/Chartered Institute of Management Accountants (CIMA)/The Association of Chartered Certified Accountants (ACCA).

#### **3. Experience**

A minimum of two years working experience in Internal Audit/ External Audit/ Finance in a reputed organization preferably in a financial institution.

#### **4. Age Limit**

Below 40 years

#### **The ideal candidate should possess;**

- Knowledge on application of Accounting and financial Reporting Standards and other compliance and regulatory requirements
- Knowledge on auditing practices of a financial institution.
- The ability to study and ascertain the adequacy of the internal control systems procedures.
- Be a team player and have the ability to carry out audits in a computerized environment.
- Analytical, interpretation and writing skills.

- Well developed interpersonal and managerial skills to liaise efficiently at all levels of management,
- Commitments to deadlines.
- Willingness to travel island wide continuously for assignments.

## **TERMS OF EMPLOYMENT**

This position will be on permanent basis subject to a probationary period of one year.

## **SALARY SCALE**

$$\frac{\text{Rs.}90,645/- \text{ } 115,045/-}{1,220 \times 20}$$

The initial monthly gross salary will be Rs.189,336 /- approximately.

The applicants selected for the above posts will enjoy fringe benefits of medical assistance scheme, housing loan/ other staff loans at concessionary rates of interest, superannuation scheme with both provident fund and ETF benefits and non-contributory pension scheme.

## **SUBMISSION OF APPLICATIONS**

Applicants must use our standard application form which is available in the National Savings Bank Website [www.nsb.lk](http://www.nsb.lk). Applications should be sent under Registered Cover to reach the undersigned on or before **11.10.2024**. An applicant cannot use any other channel in forwarding the application.

Photocopies of the educational/professional & experience certificates should be attached together with the application. Applicants who fail to attach the relevant certificates will not be called for interviews.

Any form of canvassing will lead to immediate disqualification and the Bank reserves the right to call only the short-listed candidates.

The post applied for should be stated on the top left hand corner of the envelope.

## **Deputy General Manager (HRD)**

HRD Division  
National Savings Bank  
Head Office  
Colombo 3.



**NATIONAL SAVINGS BANK**

**APPLICATION TO THE POST OF .....**

1. Name in Full : (Mr / Mrs / Miss) (Please underline surname)				
2. Mailing Address :		Mobile No :		
3. Address of Permanent Residence:		Telephone No :		
District :				
4. E-mail :				
5. Date of Birth :				
6. Civil Status :				
7. Nationality :				
8. National Identity Card No :				
9. Education				
A. School Attended:				
B. Higher Education				
Name of University / Institute	Period		Title of Degree	Results (Class & Division)
	From	To		

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C. Professional Education

Name of Institute	Period		Title of Course	Results
	From	To		

10. Memberships of Professional Bodies:

11. Working Experience :

Name & Address of the Institution	Designation	Duration	Main duties and responsibilities handled by you

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12. Extracurricular activities:

13. Non-Related Referees :

	Office Address & <u>Telephone No.</u>	Residential Address' <u>Telephone No. &amp; E-mail</u>
i)		
ii)		

13. I certify that all the information given by me in this application is complete and true and I agree that if, after appointment any item of information is found to be incomplete or untrue, I will be liable for termination of my employment.

**Date :** .....

.....

**Signature**

Photocopies of the following documents should be attached:

- (a) Certificate of Birth
  - (b) National Identity Card
  - (c) Educational & Professional qualifications Certificates
  - (d) Service Certificates
- (Photocopies of certificates should be certified by the applicant)

HRD Division

National Savings Bank

Head Office

Colombo 3.

For Official Use :