



**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 individual to join our team for the following post.**

## **Staff Assistant – Human Resources** *(Compensation & Benefits)*

**Location – Head Office, Colombo 03**



### **The Individual should;**

- Ensure that payroll processing of the company and day to day operation of payroll related tasks are performed accurately in a timely manner as per the stipulated guidelines
- Handling all statutory payments/ documents in a systematic manner
- Prepare and provide Salary confirmation letters, EPF/ETF documents and other ad hoc letters pertaining to staff payroll
- Prepare and disburse of other payments related to payroll such as OT and Travel reimbursements
- Preparation of Terminal benefits and updating of relevant data bases accordingly to provide necessary information to the internal/external parties when required.
- Work effectively with sensitive and confidential information

### **Education and Experience:**

- G C E (A/L) Examination with a minimum of 3 passes
- Part qualification in any HR related professional qualification would be an added advantage
- Possess strong analytical skills and ability to work independently and methodically
- Excellent knowledge and experience in MS Excel – Advance formulas and functions
- Knowledge on payroll related payments such as EPF/ETF/APIT/Gratuity is an added advantage
- Possess at least 1 year of experience in corporate culture environment in similar capacity

**Age:** Below 30 years


### **Remuneration:**


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

**Closing Date:** 04<sup>th</sup> October 2024

## **APPLY NOW**

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left hand corner of the envelope.

 Head of Human Resources, Merchant Bank of Sri Lanka & Finance PLC, Level 17, Bank of Ceylon Merchant Tower, No. 28, St. Michael's Road, Colombo 03.

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