



Pan Asia Bank, The Truly Sri Lankan bank, with over twenty-eight years of presence in the Banking Industry is on an ambitious growth trajectory. The Bank, was recognized at the National Business Excellence Awards organized by the National Chamber of Commerce of Sri Lanka with two prestigious awards, the Runner-up Award for the Banking sector and the Merit Award for Corporate Governance categories. These awards are a testament to strong financial/business fundamentals and how well the bank has laid a framework to mitigate any risks. In addition, Pan Asia Bank was also selected by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka.

We are looking to handpick a dynamic, results-oriented and highly motivated individual to join us on this exciting journey and to make a positive contribution as a valued member of our growing organization.

EXECUTIVE – COMPENSATION AND BENEFITS

Human Resources Department

Job Profile:

- Assist in administration of monthly payroll and handling the Payroll Help Desk
- Ensure the records related to payroll activities are maintained accurately, review the payroll for accuracy and reconcile the accounts for salaries, taxes, and deductions
- Assist in reviewing and reconciling accounts maintained at HR Department monthly
- Preparation of reports of staff allowances, no pay and dues of exit staff
- Handle EPF/ETF claims, issuance of B-Cards, gratuity payments and leave encashment of resigned employees
- Registrations of ABH Cards and RR6 Forms in compliance with the relevant authorities
- Compute and confirm DSCR and provide all relevant information to the Consumer Credit Unit regarding loan facilities of staff members
- Co-ordinate with the outsourced service companies for completion of payments of monthly salary/allowances/incentives of the outsourced staff members and ensure compliance with Bank policies and all the regulatory requirements
- Attend to the salary payments of independent service providers, fees for outsourced vendors and EPF/ETF payee payments monthly
- Handle the payments related to Banking examinations at IBSL and travel/lodging/subsistence of training programs as required
- Responsible for handling the staff medical policy and informing inclusions, exclusions, and any related changes to the Insurance Broker and the Insurance Company and timely submission of insurance claims of staff members
- Preparation of insurance-related cost breakdowns and effecting monthly/annual payments on time
- Provide letters to staff members/relevant authorities of salary confirmations, staff confirmations etc.

Candidate Prerequisites:

- Full/part professional qualification in Human Resource Management or Degree in Human Resource Management
- Minimum of 4-5 years of work experience in HR out of which 02 years in handling payroll & insurance related functions preferably in a Bank/Finance institution
- Must be ready to work under pressure while maintaining a positive attitude
- Strong analytical and numerical skills and proficiency in Microsoft Excel
- Excellent communication and interpersonal skills
- Attention to detail and ability to handle confidential information
- Knowledge of labor laws and compensation regulations is a plus

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

If you are a results-driven HR professional looking for a challenging and rewarding opportunity, we invite you to apply for the position through our career portal before the deadline provided.

APPLY NOW

Assistant General Manager – Human Resources
Pan Asia Banking Corporation PLC, No 450, Galle Road, Colombo 03

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