



# Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Officer – Foreign Currency Banking Unit (FCBU)

### Job Responsibilities

- To handle day to day departmental work & support customers in their queries regarding FCBU operational transactions coordinating with Corporate Banking and Treasury departments.
- Check the balances and approvals for the account before processing by registering outward remittances and checking the application for any discrepancies such as date, signature, value, type of currency, Harmonized System (HS) code, purpose etc.
- Handle Telegraphic transfer (TT) endorsement, inward remittances by sending correspondence messages to discrepancy TT's with charges.
- Preparation of reports on export proceeds and computing records daily, weekly and monthly.
- Preparation of inflow/outflow statements, maturity analysis statements, Financial Intelligence Unit (FIU) report and quarterly financial report.
- Reconciliation of month end Foreign Bill Purchase (FBP) / Foreign Bill Collection (FBC) and draft outstanding by passing charge entries to Nostro Accounts for reconciliation purpose.
- Perform fund transfers, issue drafts for indirect exporters, bill purchase & collection and open FCBU accounts on system.

### The Person

- A minimum of 5 years of experience in banking out of which 3 years in branch operations
- A full or part qualification in Banking / Finance.
- Expertise in foreign currency banking operations.
- A commitment to delivering exceptional customer service.
- Excellent communication and interpersonal skills.

If you fulfill the above criteria, we invite you to email your cv along with a recent photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.