



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 - TREASURY BACK OFFICE

Location – Colombo 03

Key Responsibilities:

- Analyze and reconcile bank statements by compiling and balancing bank balances with General Ledger
- Confirm the Cash advance balance in the system considering the approvals & limits applicable.
- Reconcile Cash advance GL account & Post settlement entries with relevant expense account after verifying the bills.
- Maintain reschedule facility list.
- Maintain Schedule for customer collection account.
- Reconciliation of GL Accounts.

Education and Experience:

- G.C.E (A/L) Examination with 3 passes **OR**
- G.C.E (O/L) Examination preferably with 5 Credit Passes & 01 year Experience.

Remuneration:

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

Maximum age limit is 30 years

Closing Date : 05th February 2025

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.



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