

# EXECUTIVE CUSTODY AND TRUSTEE SERVICES

The Job holder is responsible to carry out and supervise activities relating to the full spectrum of Custody and Trustee Services, ensuring smooth flow of daily operation whilst maintaining adherence to regulatory compliance. The role also involves portfolio management and maintain client relationships.

## The Job:

- Ensure Custody settlements, safekeeping of assets under custody, portfolio valuations and client reporting, security transfers and other custodian related activities are properly executed without errors
- Guarantee on documentation relating to Trustee operations, transactions processing, repayment monitoring and other trustee related activities are carried out with due care
- Maintain a good relationship with clients and catering to their business requirements efficiently and effectively
- Manage communication with regulatory bodies, counter parties and other external stake holders
- Assure adherence to operating procedures and taking all action to mitigate any risks that might arise. Keep manager apprised at all times on potential revenue losses, income leakage and reputational risks
- Conduct Reconciliations for all types of accounts held by the Custody and Trustee Services Department on periodic basis to secure accuracy
- Process escrow related transactions smoothly including client onboarding
- Efficient processing of securitizations and syndications
- Adherence to regulatory requirements of Colombo Stock Exchange (CSE), Securities and Exchange Commission (SEC) and Central Bank of Sri Lanka (CBSL)

## The Person:

- Full / Part Qualification in Banking or a Bachelor's Degree in Banking, Finance or relevant professional qualification
- Possess 03 – 05 years' of experience in Custody and Trustee Functions
- Planning and Organizing Skills
- Team worker and Technical Skills
- Effective Communication, Client Handling, and Presentation Skills

Position is at Executive Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 29th December 2025.



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A (Baa1) Fitch Rating - National Development Bank PLC (NDB) is a licensed commercial bank supervised by the Central Bank of Sri Lanka. Eligible deposit liabilities are insured with the Sri Lanka Deposit Insurance Scheme implemented by the Monetary Board for compensation up to a maximum of Rs. 1,100,000/- per depositor.



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Vice President Human Resources