

Banking Assistant

Consumer Assets & General Insurance Department

DO YOU EMBRACE
PERSEVERANCE, DISPLAY
RESILIENCE, AND BELIEVE THAT
COLLECTIVELY

we can foster growth and progress together?



You should ideally,

- possess at least 3 years of experience in the relevant field
- be able to multitask and be attentive to detail
- have good interpersonal and communication skills
- possess knowledge on using Excel and other applications

You will be mainly responsible for;

- managing GI master files and MI reporting.
- reconciling commission income from insurance partners and distributing it across the branch network.
- reconciling premium collection accounts of insurance service partners and clearing suspense accounts.
- generating daily disbursement reports and coordinating with insurance counters for follow-ups.
- processing refunds for forced debited premiums.
- preparing monthly board papers.
- overseeing operational processes to ensure timely execution.

Candidates should preferably have exposure in all above mentioned areas, however exposure in any one of the mentioned areas will also be considered for selection.

A competitive remuneration package and other fringe benefits as well as structured career advancement opportunities and extensive training are on offer for the chosen candidate.

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency. Any form of canvassing is discouraged.

Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject By February 26, 2025.

Chief Human Resource Officer DFCC Bank PLC,
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