



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.

CASHIERS

for our Islandwide Branch Network

Key Responsibilities:

- Provide cashiering services to customers by receiving deposits, loan payments; cash, cheques and other relevant payments.
- Record transactions timely in accordance with Company System & procedures and prepare the relevant transaction reports.
- Proceed opening and closing accounts whilst ensuring accurate data collecting & documentation connected therewith.
- Reconcile cash by proving cash transactions; reconciling loan payments and other transactions; turning in excess cash and mutilated currency to respective authorized officer of the Branch in order maintain supply of branch cash.
- Handle currency, transactions, and confidential information in a responsible manner.
- Follow & adhere to the Company financial internal controls, security regulations, guidelines of Operational Manual, Policies, Procedures & Management Directives.
- Actively watch out for fraudulent practices and manage any risk that may arise.

Education and Experience:

- G.C.E (A/L) examination with 3 passes OR
- G.C.E (O/L) examination preferably with 5 Credit Passes.
- Minimum 01 year experience in Teller functions.
- Excellent Communication and Interpersonal Skills.

Remuneration:

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

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.



Head of Human Resources, Merchant Bank of Sri Lanka & Finance PLC, Level 17, Bank of Ceylon Merchant Tower, No. 28, St. Michael's Road, Colombo 03.



careers.mbsl@mbslbank.com