



## Banking Assistant PFS – Central Processing Unit

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

*we can foster growth and progress together?*



You should ideally,

- possess minimum of 3 years of experience in a Bank/Financial Institution with exposure to Credit
- possess a good knowledge and experience in Credit/Lending and in related systems
- part qualification in Banking will be considered an advantage
- have good interpersonal and communication skills
- have good analytic skills, high level of accuracy and writing skills

You will be mainly responsible for;

- centralizing operations for Personal Loans and Housing Loans, including process design, documentation, approval workflows, and resource planning.
- managing end-to-end loan processing—from application evaluation to credit approval,
- collaborating with internal departments (SBUs) to secure necessary approvals and ensure smooth execution of operational activities.
- supporting marketing initiatives and assist branches and departments during Personal Financial Services (PFS) client visits.
- preparing and manage all reporting related to PFS products /processes in line with management requirements.
- conducting training/ awareness programs as and when required
- maintaining a high level of compliance to meet the specific guidelines proposed by the bank and the regulators

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](mailto:recruit@dfccbank.com) with the post applied for in the subject By April 21st, 2025.*

**Chief Human Resource Officer DFCC Bank PLC,  
73/5, Galle Road, Colombo 03**