



Sri Lanka Citizens Co-operative Bank, where we believe in the power of community banking. Established with a vision to empower individuals through cooperative values, our bank is committed to delivering financial solutions tailored to meet the unique needs of our members.

We are looking for a motivated and responsible individual to join our team as a Banking Assistant – Cash Services.

BANKING ASSISTANT (CASH SERVICES) GAMPAHA BRANCH

KEY RESPONSIBILITIES

- Accurately handle daily cash, cheque transactions.
- Maintain proper records of all cash collections and payments.
- Prepare daily cash summaries and reports for management.
- Ensure cash float balances are maintained and reconciled.
- Assist in bank deposits and withdrawals when required.
- Maintain accurate filing of payment vouchers, receipts, and related documents.
- Provide courteous and efficient customer service at the counter.
- Support other finance and administrative duties as assigned by the management.

REQUIREMENTS

- Age below 30 years.
- G.C.E. O/L with Credit passes for Mathematics and English.
- G.C.E. A/L with three passes in one sitting.
- AAT or any other related finance qualification would be an added advantage.
- Previous experience in the finance industry is preferred.
- Should be a resident of Gampaha or surrounding suburbs.
- Good numerical skills, attention to detail, and strong interpersonal skills.

Senior Manager – Human Resources & Administration

Sri Lanka Citizens Co-operative Bank,
No. 176, Castle Street, Colombo 08.
011-2 69 69 95
www.citizensbank.lk

If you are confident that you meet the above expectations and interested in joining with us, forward your CV to careers@citizensbank.lk with the position applied for as the subject line in your email.

careers@citizensbank.lk



SRI LANKA CITIZENS
CO-OPERATIVE BANK

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