

BE PART OF OUR

GROWTH STORY

BANKING ASSISTANT (TRADE SERVICES DEPARTMENT)



You should ideally:

- possess minimum 3 years of relevant experience in banking/financial institution including scrutinizing/processing import LC, DA and DP Bill Lodgments, Acceptances, Payments
- have knowledge of ICC regulations, Import and Export control regulations, and CBSL regulations
- possess experience in shipping guarantee processing and cancellation procedures
- have sound knowledge in the preparation of MT103 and MT202
- Possess knowledge of Import Regulatory reporting
- familiarity with other areas of trade will also be an added advantage
- candidates with knowledge in any of the above-mentioned areas will also be considered

You will be mainly responsible for:

- entering/recording of Import LC, DA and DP bills into the Core system
- liaising with branches, clients, and business units to respond to queries
- entering/recording of SG and Copy Doc Endorsements into the Core system
- engaging in monthly reconciliation process

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 irrespective of other characteristics that make our employees unique. 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 **23rd June 2025**.

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

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Fitch Ratings A (lka)
Licensed Commercial Bank supervised by CBSL