

BE PART OF OUR

# GROWTH STORY

## BANKING ASSISTANT (PFS CENTRAL PROCESSING DEPARTMENT)



### You should ideally:

- possess minimum of 3 years of experience in the relevant field
- 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:

- overseeing centralized operations for Personal Loans, including process design, documentation, approvals, and resource planning.
- managing end-to-end loan processing—from application evaluation to disbursement, including completion and lodgment of securities.
- 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 in line with management requirement

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](mailto:recruit@dfccbank.com) with the post applied for in the subject by **09<sup>th</sup> June 2025**.

Chief Human Resource Officer  
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Fitch Ratings A (lka)  
Licensed Commercial Bank supervised by CBSL

