



# Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Pawning Officer

### Job Responsibilities

- Assaying of pawned articles by Densimeter / Touchstone without exposing the Bank to risks or losses.
- Handling all pawning redemptions, interest payments and part payments in the pawning system.
- Monitoring pawning NPA (Non Performing Advances) / overdue and recovery management.
- Ensure overdue is less than 1% of the base and NPA less than 0.5% of the base at any given time.
- Balancing all General Ledger accounts related to pawning on a daily basis.
- Balancing the pawning in / out register daily and at the month end.
- Ensure physical verification of all articles is done on a monthly basis as per existing guidelines.
- Initiating and engaging in all promotional activities of the branch with a view to enhance the pawning growth and to drive towards targets.
- Handling auctions and auction related work promptly and efficiently as per circular instructions.
- Achieving the given target and support the branch efforts in growing the advances portfolio.

### The Person

- Minimum 5 years of experience in Banking out of which 3 years in pawning.
- Full or partial professional qualification in banking is preferred.
- Strong analytical, interpersonal and communication skills.
- Ability to handle multiple tasks and special projects to support the Pawning Unit.

**Selected candidates will be assigned to the following branches ;**

**East Region:** Kalawanchikudy, Kalmunai, Samanthurai

**Central Region :** Hatton

**Northern Region :** Jaffna, Nelliady, Vavuniya, Kilinochchi, Chavakachcheri, Mullaitivu, Mannar

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.