



VACANCY

We are a subsidiary of Sri Lanka's leading private commercial bank Hatton National Bank PLC, and a leader in the finance industry with an immaculate record of over 25 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 79 branches across the island. We are ranked among the top 100 most valuable consumer brands in Sri Lanka by Brand Finance. In view of our growth expectations, we seek highly motivated, dynamic and result oriented individuals to join our organization.

SENIOR EXECUTIVE - BRANCH OPERATIONS (Male Candidates)

Job Purpose

- Selected employees will be primarily stationed at Head Office and deployed to branches as temporary successors during staff replacements or operational requirements, ensuring continuity of branch operations.

Key Responsibilities

- Performing cashier functions and handling branch cash operations.
- Opening and maintaining customer accounts and mandates.
- Leasing/ Loan documentation preparation, verification and system proceedings.
- Handling and maintaining Registers.
- Providing customer service support at branch level.
- Supporting branch operations during staff shortages or replacements.

Candidate Profile

- Passed G.C.E. Ordinary Level (O/L) with credit passes.
- Passed G.C.E. Advanced Level (A/L).
- AAT / CA (Foundation or Intermediate) qualification or reading for a Degree in Finance, Accounting, Management, Business Administration, or a related field will be an advantage.
- Experience in branch operations, banking, finance, or leasing will be an advantage.
- Knowledge of cashier operations and documentation processes.
- Strong customer service and communication skills.
- Willingness to work at any branch location when assigned.
- Ability to work independently and under pressure.

Areas of Coverage - North, East, South, West, Central

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