

JOIN THE TEAM
OF CARGILLS BANK

Banking Assistant

Central Processing Unit

JOB RESPONSIBILITIES

- Facilitate the complete inward and outward cheque clearing and return process by managing file downloads/uploads and handling transactions within the IMAGO and Core Banking Systems (CBS)
- Process inward and outward SLIPS by handling bulk files from branches, uploading files to the CBS, and ensuring timely transaction entries
- Handle USD dollar drafts, communicate relevant figures with the Treasury, and support reconciliations against mirror accounts
- Count, prepare, and lodge all daily voucher bundles in the CPU, while maintaining soft copies of cheque bundles and systematically archiving documents for future reference
- Generate daily, monthly, and quarterly statements for the Central Bank regarding various foreign currency and investment accounts (e.g., BFCA, CTRA, PFCA, IIA)
- Perform daily reconciliations of all General Ledger (GL) accounts to ensure error-free records

EXPERIENCE & QUALIFICATIONS

- Minimum of 1 year experience in banking/financial services operations will be an added advantage
- Minimum of three passes for 'G.C.E A/L' Examination alongside Credit passes for both English and Mathematics at the 'G.C.E. O/L' Examination
- Proficiency in computer literacy (MS Office/Excel)
- Excellent communication and interpersonal skills
- Age should be below 25 years

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **20th March 2026**.

Head of Human Resources

Cargills Bank PLC,

No. 696, Galle Road, Colombo 03. Tel. 011 7 640 640



Fitch Rating A(Ika)

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Cargills Bank PLC is a licensed commercial bank supervised by the Central Bank of Sri Lanka

