



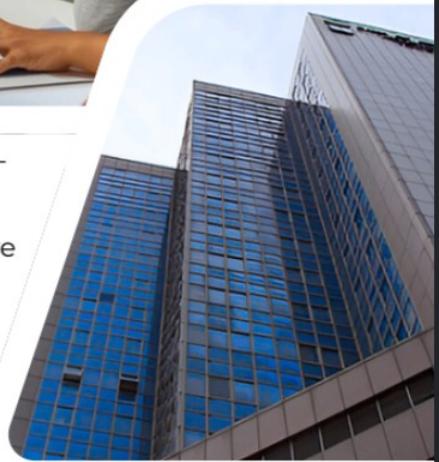
STAFF ASSISTANT/ JUNIOR EXECUTIVE BRANCH INSPECTION UNIT

JOIN OUR TEAM

We are a dynamic and fast-growing finance company, which is a subsidiary of Bank of Ceylon, committed to delivery innovative financial solution to individuals and business. Join our dynamic team and be a part of a leading financial institution. We invite applications from suitably qualified candidates for the following two Staff Assistant/ Junior executive positions in the Branch Inspection Division.

KEY RESPONSIBILITIES

- Carry out physical branch inspections in accordance with the approved inspection scope.
- Conduct independent and systematic examinations of branch records to evaluate compliance with policies, procedures, and operational guidelines.
- Verify adherence to regulatory requirements and other mandatory control measures implemented at branch level.
- Scrutinize historical records to ensure that operations were carried out in line with approved processes.
- Report observations to management and recommend appropriate corrective — and where necessary, disciplinary — actions.
- Conduct branch meetings based on inspection findings and advise on corrective measures.
- Train and guide branch staff to strengthen operational discipline and compliance standards.
- Represent the unit and deliver presentations to management committees, including the ORMC.



EDUCATION & EXPERIENCE

- Passed GCE Advanced Level with 3 passes OR GCE O/L examination preferably with 5 credit passes & 01 year Experience.
- Basic understanding of operational procedures of a financial institution, delegated authorities, dual control aspect and internal guidelines.
- Sound knowledge of applicable regulatory guidelines and compliance requirements.
- Good understanding of branch tasks, functions, and operational workflows.
- Strong awareness of control aspects in the banking and finance industry.
- Possess an analytical and observant mindset with strong attention to detail.
- Willingness to travel and conduct inspections across the entire branch network.

Send your CV to

careers.mbsl@mbslbank.com | DEADLINE : 26TH OF MARCH

Applicants are advised to indicate the Position applied for in the subject line of the email. Please send your detailed resume along with the names of two non-related referees within 14 days of this advertisement to the following email address.