



## Ready to grow from learning to leading?

At Seylan, ambition grows through experience. This role allows you to learn the work, power through challenges, and contribute meaningfully as you turn learning into capability.

### Executive – Credit Administration Unit

#### Job Responsibilities

- Visit branches island wide in order to check the security files where the facility exposure is below LKR 5 Mio.
- Ensure all security documentation is complete, complying with the terms of the credit approval and is legally enforceable.
- Ensure that insurance coverage over assets mortgaged or pledged is in place and assigned to the bank.
- Verify that existing limits and facilities are granted only after all conditions of approval are met and all security documentation is in place.
- Ensure all collateral data of borrowing customers is complete and correctly loaded on the bank's systems.
- Ensure that all security documents are locked in fire protected storage and all controls are in place in order to prevent any frauds and forgeries.
- Ensure collateral documentation, inspections and valuations are maintained accordingly to policy guidelines and regulatory requirements.
- Independently verify and ensure approval conditions were met prior to disbursement/continuation of credit facilities.
- Should be aware of the Internal Circulars / Instruction memos / External Acts / Directions / Guidelines etc. applicable to the proposed area of work.
- Should be aware that any compliance breaches need to be brought to the notice of Head of Department.
- Ensure compliance with statutory regulations and Bank internal controls and procedures by establishing mechanisms to ensure that there are no adverse comments from internal audits, external audits and audits done by regularity bodies on the already checked branches.
- Carry out any other duties entrusted / assigned by Head of Department.

#### The Person

- Minimum 7 years of experience in Banking.
- Full or part qualification in Banking will be an added advantage.
- Strong written and verbal communication and interpersonal skills.
- Overall knowledge on credit operations and on credit security documents.

If you fulfill the above criteria, we invite you to email your cv along with a recent 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.



Embrace courage. Unlock greatness.