



*Pan Asia Bank, The Truly Sri Lankan Bank, with over twenty-seven years of experience in the Banking Industry, is on an ambitious growth trajectory. The Truly Sri Lankan Bank was recognized at the National Business Excellence Awards organized by the National Chamber of Commerce of Sri Lanka with two prestigious awards: the Runner-up Award for the Banking Sector and the Merit Award for Corporate Governance. These awards are a testament to strong financial/business fundamentals and how well the bank has laid a framework to mitigate any risks. In addition, Pan Asia Bank was also awarded 'Best Employee ESG Program of the Year 2022' by Global Banking & Finance Awards UK. It was also honoured by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka, while being among LMD's 'Most Respected Entities' and Business Today magazine's Top 40 Business Entities in Sri Lanka.*

*We are looking to handpick a dynamic, results-oriented and highly motivated individual to join us on this exciting journey and to make a positive contribution as a valued member of our growing organization*

## **SECURITY DOCUMENT SCRUTINIZING OFFICER**

**(Executive Grade)**

### **Credit Administration Unit**

#### **Job Profile:**

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- Assuring collateral quality adhering to Bank's product specifications, circular instructions and complying with the stipulations mentioned in the approvals
  - Ensure all documents are in order as approved and adhered to Bank's laid down policies/procedures
  - Verifying the accuracy of the offer letters keeping in line with the terms and conditions laid down in the approved facility proposal form
  - Communicating with branches and staff members to discuss matters arising from deficiencies in the security documents relating to credit facilities approved, providing advice and guidance
  - Adherence to bank's policies, procedures and guidelines
  - Timely disbursement of facilities upon completion of security documentation within the SLA

#### **Candidate Profile:**

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- Age below 40 years
  - Full/Part qualification in Banking and Finance
  - Diploma in Credit Management will be an added advantage
  - Minimum 03 years of work experience in Credit in a Bank/Financial institution
  - Ability to communicate clearly and negotiate with relevant stakeholders
  - Team player with good problem solving skills

#### **Remuneration:**

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The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standard. Please forward your resume within 07 days of this advertisement, stating contact details of two non-related referees, to [careers@pabcbank.com](mailto:careers@pabcbank.com) indicating the position applied for in the "Subject" line. Information forwarded by you shall be treated strictly confidential and referees shall be contacted with your consent.

**Head of Human Resources,  
Pan Asia Banking Corporation PLC,  
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