

An ideal opportunity to advance your career in banking, with a bank which has served the nation for over three decades standing by all stakeholders, providing shelter and support in fulfilling aspirations of Sri Lankan business community through diversified financial solutions.

The Bank is in the process of chartering in to new vistas of development banking.

The HDFC Bank is looking for a competent, dynamic and result oriented individual with a proven track record to fill the following position

BRANCH MANAGER – CHILAW/ AMPARA/ N’ELIYA/ RATNAPURA (04 Positions)

Key Responsibilities

- Lead the branch in achieving set targets in terms of product sales, profitability and client acquisition.
- Ensure smooth functioning of the branch operations by adhering to internal controls and motivating the staff to work towards the business goals of the Bank.
- Ensure to maintain a healthy credit portfolio while managing NPL efficiently.
- Adhere to the overall regulatory, compliance, operational policies and circulars of the Bank ensuring that Branch staff adheres as well.
- Develop innovative business opportunities to sustain, expand and add value in all aspects of the branch business.
- Ensure consistent growth of the asset and liability portfolio of the branch.
- Develop and maintain above-the-norm customer service culture

Qualifications

A Degree from a recognized University in Business Administration, Commerce, Economics, Accountancy or any other area related to Banking and Finance.

OR

Professional Qualifications in Banking & Finance/Credit Management/Business Management.

OR

A passed finalist of ICASL/CIMA - UK/ACCA - UK or Associate Member of IBSL.

Experience

- Minimum 03 years’ experience in a similar capacity, with overall 05 years’ experience in Branch Operations, Sales, Recoveries etc. in a recognized Bank or Financial Institution.
- The applicant must possess credit evaluation skills including financial analysis applicable to project financing.
- Strong PR and network would be an added advantage.
- Relationship management skills with analytical skills.
- Effective interpersonal and communication skills.

Age Limit : Preferably below 45 years

An attractive remuneration package awaits the right candidate.

ASSISTANT EXECUTIVE INFORMATION SYSTEM AUDIT

Key Responsibilities

- To perform general application and control reviews a complex computer information system.
- Develop new suggestions and maintaining computerized audit software.
- Checking audit trials, propose and adopt necessary system controls.
- Performing information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Performing reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Preparing and presenting reports and other technical information to the management.
- Follow- up on audit findings to ensure on corrective measures.
- Conducting operational, compliance, financial and investigative audits when required.
- Ensure compliance with established internal control procedures by examining system records reports, opening practices

Eligibility Criteria

- Degree in IT/Diploma in Information Technology/Information System in a recognized institution.
- Minimum 03 years of working experience in System Auditing in a reputed Bank/Financial Institution.
- Possession of Information System Auditor (CISA) certification would be an added advantage.
- Experience in data analyzing skills.
- Excellent communication skills and report writing skills

Age Limit : Preferably below 45 years

An attractive remuneration package awaits the right candidate

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to careers@hdfc.lk on or before **12.04.2023** indicating the position applied in the subject line of the e-mail.

Assistant General Manager - HRM
HDFC Bank of Sri Lanka
Sir Chittampalam A. Gardiner Mawatha,
P.O. Box 2085, Colombo 02.
Telephone : 0112356800 www.hdfc.lk

