

BANKING ASSOCIATES - SHARED SERVICES

National Development Bank PLC being Sri Lanka's Best Bank for 2022 with twin wins from prestigious Global Finance USA and Euromoney, is charting a new course in Sri Lanka's banking and financial services sector. NDB's dynamism and innovation in digital technology garners it the respect as one of the most versatile banking institutions in the country, and has been externally endorsed by multiple awards, including the much coveted title of Best Bank for Digital Financial Services by Asiamoney for 2022

NDB is now looking for resources for its Centralised Operations to fill vacancies in Trade, both in Imports and Exports, Clearing, Payments & Settlements and Central Operations/Customer Data Management Unit.

The Job:

- Ensure processing of day to day transactions while maintaining SLA standards
- Ensure compliance to BCP / ISO standards and maintenance of professionalism in the units
- Complete transactions according to procedure guidelines and exchange control and other regulatory guidelines
- Ensure that SWIFT messages are processed in line with the SWIFT standards
- Ensure that transactions are processed in accordance with current guidelines and international practices such as UCP600, URC522, URR725, URDG758, ISBP745, Incoterms 2020 and AML requirements (For Trade)
- Ensure timely execution of RTGS, SLIPS, CEFTS
- Ensure that all related out-standings are monitored and escalated for regularization if needed
- Provide timely and accurate feedback on enquires from internal / external customers
- Maintain and evaluate appropriate MIS
- Carry out reconciliation of accounts and preparation of internal /regulatory reports
- Handling of Inward/Outward cheque clearing

The Person:

- Be fully / part qualified in Banking and / or Finance
- Possess minimum 2 – 3 years of banking experience in the relevant area
- Knowledge of Trade , Clearing, Payments & Settlements and Data Management as per the vertical of operations is essential
- Possess excellent customer relationship skills
- Possess excellent communication and presentation skills and be thorough with MS Office (Word, Excel & PowerPoint)
- Working under pressure to meet deadlines

Please ensure to mention the vertical applied for, when applying. Eg: Banking Associate Trade, Banking Associate Payments & Settlements

Please login to <https://www.ndbbank.com/careers> to apply on or before 17th May 2023

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President, Group Human Resources

