

BUILD YOUR CAREER WITH CARGILLS BANK



Junior Executive/ Executive - Settlement & Reconciliation

KEY RESPONSIBILITIES

- ✓ Process daily GL reconciliation of the Cards Department
- ✓ Identify outstanding entries through reconciliation and initiate the clearance processes
- ✓ Monitor VISA/Master outgoing staging process
- ✓ Liaise with other stakeholders to complete daily settlement process
- ✓ Analyse data to prepare accurate MIS reports to the Management as and when required
- ✓ Provide a precise, quality and timely service to support the business functions in service delivery

EXPERIENCE & QUALIFICATIONS

- ✓ Minimum 3 years of experience in the Banking or Finance industry with at least 2 years exposure in reconciliations
- ✓ Should possess excellent analytical skills and high level of attention to details
- ✓ Good computer literacy with sound knowledge in MS Office packages
- ✓ A team player, with a performance driven and service-oriented mind-set

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **18th November 2023**.

Head of Human Resources
Cargills Bank Limited
No. 696, Galle Road, Colombo 03.

Log in to: www.cargillsbank.com

