



HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for four decades standing by all stakeholders, providing shelter and support in fulfilling the aspirations of Sri Lankans including business community through diversified financial solutions.

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

The HDFC Bank is looking for competent, dynamic & result-oriented individuals with a proven track record to fill the following positions.

MANAGER – INTERNAL AUDIT (Grade III (1))

Key Responsibilities :

- Appropriately plan and effectively perform audits, investigations and other assignments in all areas of the Bank, including branches.
- Understand the concepts of risk based auditing and be conversant of the operational risks prevailing in the banking industry.
- Effectively manage audit team monitoring progress of the audit, ensuring deadlines are met, audit scope is adequately covered and adhering to audit processes.
- Finalize audits and investigations independently including drafting of audit reports.
- Actively participate in systems, product and process developments and other tasks or projects as directed by the Chief Internal Auditor

Eligibility Criteria :

- Member of Institute of Chartered Accountants of Sri Lanka (ICASL)/Association of Chartered Certified Accountants (ACCA)/ Certified Management Accountants (CMA)/Chartered Institute of Management Accountants in UK(CIMA).
- OR
- A Degree in Finance/Accountancy/Commerce/Business Administration/Management/Economics from a recognized University.
- Full professional qualifications in Banking will be an added advantage.
- 05 years audit experience as a Manager/Assistant Manager capacity in Financial Services Sector.
- IT based auditing experience will be an added qualification.
- A comprehensive knowledge on application of Accounting and Financial Reporting Standards, CBSL directions and guidelines and other compliance and regulatory requirements.
- Possess sound knowledge of corporate governance practice in a financial institution.
- Excellent analytical, interpretation and writing skills.

Age Limit : Preferably below 45 years.

An attractive remuneration package awaits the right candidates.

AUDIT ASSISTANT (04 YEAR FIXED TERM CONTRACT) - (03 VACANCIES)

Eligibility Criteria :

- G.C.E (O/L) with six passes with five credits including Mathematics and Sinhala/Tamil Language and
- Passed G.C.E (A/L) excluding General English
- Part qualified in Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)/ Chartered Institute of Management Accountants of UK (CIMA-UK)/Chartered Certified Accountants of UK (ACCA – UK)/ Institute of Certified Management Accountants of Sri Lanka (CMA – SL)/ Institute of Bankers (IBSL).
- Minimum 02 years auditing experience, preferably in banking or financial sector.
- Knowledge in using MS Office packages
- Should have good analytical skills and report writing skills
- Willing to visit branches islandwide

Age Limit : Preferably below 30 years.

An attractive remuneration package awaits the right candidates.

GOLD VERIFICATION OFFICER (MALE) – GRADE IV (03 VACANCIES)

Key Responsibilities :

- To identify the genuineness of the gold articles.
- Ensure the Bank disbursed right value against the gold articles.
- To ensure that the adherence to laid down policies, procedures, rules and regulations of Gold Loan.
- To ensure the Bank's gold loan portfolio with the relevant karatage.
- Must visit islandwide branches on regular basis to verify gold articles.
- Verify proper safe keeping of gold articles.

Eligibility Criteria :

- Three passes at GCE (A/L) excluding General English.
- 5 years' experience in pawning/gold loan related activities.
- Prior experience in Gold Loan Auditing is advantageous.
- Training certificates on Gold verification from a reputed Institution will be an advantage.
- Ability of identifying quality of gold with experience.
- MS Office skills.
- Fluency in English and Tamil languages will be an advantage

Age Limit : Preferably below 45 years.

An attractive remuneration package awaits the right candidates.

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to : **careers@hdfc.lk** on or before **15.05.2024** indicating the position applied for in the subject line of the e-mail.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the above posts. Any application not meeting the required qualifications or received after the deadline will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the interview will not be appointed under any reason for this post.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only short-listed candidates will be contacted for the next step of the recruitment process.

Assistant General Manager - Human Resources & Administration

HDFC Bank of Sri Lanka

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www.hdfc.lk