

BE PART OF OUR

GROWTH STORY

BANKING ASSISTANT (CREDIT SERVICES DEPARTMENT)



You should ideally:

- possess minimum of 3 years of experience in the relevant field
- have reasonable knowledge of basic Google applications, Microsoft Word, and Excel
- have the ability to understand, identify, and implement regulatory requirements
- possess knowledge of the regulatory framework relevant to banking operations and knowledge of systems and applications used in the bank
- have good interpersonal and communication skills
- possesses strong numerical aptitude and have basic knowledge of accounting

You will be mainly responsible for:

- handling loan creation, limit marking, disbursements, and facility restructuring for PFS, MSME, and leasing facilities while ensuring compliance with internal and external regulatory requirements
- conducting settlement of loan and lease facilities, including processing waivers in line with approved conditions
- assisting in the development of policies and procedures to support a comprehensive credit control mechanism
- maintaining strong working relationships with the branch network and addressing credit processing needs by clarifying client queries related to loans, approval levels, and related matters
- carrying out necessary UAT in the leasing system and core banking system
- lodging security documents related to credit facilities in accordance with compliance standards
- preparing offer letters for loan approvals and facility restructuring

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique. Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by **13th June 2025**.

Chief Human Resource Officer
DFCC Bank PLC 73/5,
Galle Road, Colombo 03

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Fitch Ratings A (Ika)
Licensed Commercial Bank supervised by CBSL

 **DFCC BANK**
Keep Growing