

BE PART OF OUR

GROWTH STORY

SENIOR BANKING ASSISTANT (CENTRAL OPERATIONS DEPARTMENT: DOMESTIC PAYMENTS & PASSWORD MANAGEMENT)



You should ideally:

- possess minimum 4 years of relevant experience in banking/financial institution
- possess a full or part qualification in AAT, or hold part qualifications in ICASL, CIMA, CIM, IBSL, or ACCA
- possesses knowledge of cheque clearing processes, proficiency in using clearing systems, and experience operating core banking systems
- have strong teamwork and multitasking abilities, with proven skills in managing pressure and time effectively
- possess excellent attention to detail and the capacity to build and sustain positive relationships with both internal and external stakeholders
- have knowledge of operational guidelines to support ongoing professional development.

You will be mainly responsible for:

- performing inward clearing and outward returns processes with accuracy and timeliness.
- scrutinizing inward clearing cheques under tight deadlines while managing backup volumes.
- waiving off approved account referral charges in the core banking system prior to DPS-Officer processing.
- checking clearing GL balances daily, identifying outstanding balances, and reporting
- ensuring strict compliance with relevant policies, guidelines, and manuals including DPS operational manual, Service Level Agreement, LankaClear CITS and SLIPS manuals.
- maintaining strong team spirit and fostering collaborative work environment.
- building and maintaining good rapport with internal and external stakeholders to assist in issue resolution.
- preparing monthly statistics and reports
- correcting rejected inward slips and rejecting invalid items promptly and accurately in the core banking system.
- inputting manual inward returns into the core banking system efficiently and accurately.

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@dfccb.com with the post applied for in the subject by **24th June 2025**.

Chief Human Resource Officer
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