



We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

We are looking for bright minds to help us create a world of happy experiences.

ASSISTANT MANAGER - LEGAL RECOVERIES

Job Role

The role of an Assistant Manager – Legal Recoveries involves assisting to manage the legal aspects of the debt recovery process, including negotiations, drafting, filing and handling of legal actions, handling of Parate actions and implementing strategies to maximize recovery efforts and reduce non-performing assets (NPAs) to ensure maximum profitability, enhance internal customer perception, and aggressive recovery efforts to achieve the organization's financial goals in alignment with relevant laws, regulations, standards, and the Bank's business objectives and mission.

Duties and Responsibilities

- Drafting of all legal papers to be filed in courts including complaints, petitions, statements of objections, list of witnesses, affidavits, motions, written submissions, declarations, decrees, order to bid papers and all other relevant documents in litigation matters.
- Support debt recovery through litigation cases, representing the organisation in legal proceedings in all legal forums.
- Support the recoveries team as per business needs in negotiations and provide solutions to complex legal issues.
- Assist in initiating legal actions, such as filing lawsuits or initiating foreclosure proceedings and attend court sessions and proceedings as per business needs.
- Assist in negotiations with counterparties, resolving legal issues and achieving favourable settlements for debt recovery; ensure that settlement agreements are legally sound and well-drafted.
- File legal action without any discrepancy within the specified time frame, with all necessary documents and statements of accounts.
- Vacate stay orders and clear cases tagged as Steps & Move within the specified timelines and as per KPIs
- Collaborate with internal stakeholders to ensure effective recovery processes.

Educational Qualifications

- Attorney-at-Law and Notary Public License for Colombo Jurisdiction is mandatory.
- Bachelor of Laws/Master's Degree in Law/post graduate Qualification in Law, Finance, Business or a related field will be an added advantage.

Work Experience

- 5+ years of experience in active court practices in civil litigation work

Competencies

- Legal knowledge
- Skill of handling litigation cases
- Knowledge in recovery processes
- Litigation management
- Compliance and risk management

Interested candidates are invited to apply for the position
All applications must reach us by.

10th November 2025

APPLY VIA XPRESSJOBS

