



# Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Senior Banking Associate – Collections

### Job Responsibilities

- Analyze data relevant to Collection department to generate accurate and timely Management Information Systems (MIS) reports for management decision-making.
- Design, enhance, and maintain MIS dashboards and reporting formats using advanced MS Excel (Pivot Tables, VLOOKUP/XLOOKUP, formulas, data validation, and charts).
- Coordinate with HR, IT and other departments on data requirements, system updates, and reporting improvements.
- Assist the Manager – Collection in preparation of incentive, overtime, allowances, and utility-related calculations and reports
- Maintain staff-related records and administrative documentation

### The Person

- Minimum 2 years' experience in Banking, preferably in MIS, reporting, operations, or administrative-related roles.
- Full or part qualification in Banking, Finance, Accounting, or Management will be an added advantage.
- Strong analytical mindset with proven Excel expertise, including Pivot Tables, VLOOKUP/XLOOKUP, IF formulas, and data analysis tools.
- Ability to interpret numbers, identify patterns, and convert data into meaningful insights.
- High attention to detail with strong time management skills.
- Excellent communication and interpersonal skills

If you fulfill the above criteria, we invite you to email your cv along with a recent photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.

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