

JOIN THE MOST AWARDED BANK IN SRI LANKA EXECUTIVE ASSISTANT - PLANNING



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World. Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

JOB PROFILE

- Assist in the end-to-end preparation of the Bank's Annual Budget and 5 year Corporate Plan.
- Maintain and update complex financial worksheets and forecasting models to ensure data integrity during the planning cycle.
- Conduct regular analysis of key banking metrics, including Net Interest Margin (NIM), Cost-to-Income Ratio, Return on Assets (ROA), and Liquidity ratios.
- Perform deep-dive variance analysis on monthly financial statements, comparing actual performance against budgeted targets for branches and specialized business units.
- Monitor and analyze Head Office cost centers to identify efficiency opportunities and ensure expenditure remains within approved limits.
- Execute "Bank Comparison Analysis" by tracking competitor financial results, market share, and product offerings to position the Bank competitively.
- Assist in the financial modeling and site-selection analysis for proposed new branches or digital banking touchpoints to ensure a high Return on Investment (ROI).
- Prepare concise monthly performance dashboards for Senior Management, highlighting wins, risks, and trends.
- Provide analytical support for management presentations, regulatory inquiries, or internal audits as required.

APPLICANT'S PROFILE

- Bachelor's degree in Finance, Economics, Accounting, or a related field from a UGC-recognized university
- Minimum of 2 years' prior experience in finance, accounting, or corporate planning, with proven ability to manage budgets and analyze financial data.
- Fully or partly completed professional qualification in CA, CIMA, or ACCA will be an added advantage.
- Advanced proficiency in MS Excel (Macros/Power Pivot)
- Strong ability to interpret complex datasets and translate them into "the story behind the numbers."
- Ability to present financial data clearly to non-finance stakeholders.

Successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.

To apply, please visit,

www.combank.lk

Careers

Open Positions

Executive Assistant -
Planning

 **COMMERCIAL BANK**