

JOB VACANCIES

The National Credit Guarantee Institution Limited (NCGIL) is a Public Private Partnership established between the Government of Sri Lanka and 13 leading Shareholder Financial Institutions (SFIs) to support the country's Micro, Small and Medium Enterprise (MSME) sector. The NCGIL provides credit guarantees to SFIs and promotes cashflow based lending for viable MSMEs which will foster economic growth and prosperity.

We are seeking individuals who are committed, possess strong communication skills with a sound knowledge of the MSME ecosystem, attention to detail, and can work effectively as part of the team.

If you are a candidate who wants to impact and accelerate the growth of the MSME sector, join us!

Key Qualifications, Experience and Responsibilities

Manager - Finance and Procurement

Oversees services and processes of the finance and procurement functions in reporting to and facilitating the work functions of Head of General Administration. Key responsibilities include to overlook maintenance of comprehensive financial, treasury and procurement records, develop annual budgets and financial planning, review invoices raised for guarantee fees and claim settlements; provide expertise and guidance relevant to accounting, taxation, treasury and procurement activities implemented by the NCGI; develop financial/ treasury and procurement management policies and procedures, oversee compliance, reporting and periodic review.

- A Professional Qualification in CA, ACCA, CIMA, CFA, CPA, or an equivalent recognized professional accounting qualification is mandatory.
- A Bachelor's or Master's Degree in Finance, Accounting, Economics, or a related field will be considered an added advantage.
- Holds at least 4 to 6 years of work experience with financial accounting, fund management and procurement activities of the organization. Work experience in a financial institution at a managerial role shall be an added advantage.
- Demonstration of thorough knowledge and experience in implementation of financial management systems and Government procurement guidelines including the ability to operate accounting software, cash books, cash transfers, and different purchasing systems shall be added advantage.
- Age preferably below 50 years.

Finance Executive

Responsible for the overall recording and reporting of financial performance and accounting transactions of the NCGI, raise invoices for guarantee fees; liaise with the claims department for claims settlements, liaise with external auditors; maintain records if of all accounting transactions of the NCGI.

- Bachelor's degree preferably in Finance, Accounting, Economics or relevant field or equivalent part qualification in CA, ACCA, CIMA or possessing a qualification in CFA/CPA.
- Possesses technical knowledge on the most recent developments of SLFRS and other financial regulations.
- Previous work experience of at least 2 years in a similar position in any organization is essential. Experience in a financial institution will be considered an added advantage.
- Age preferably below 35 years.

Administrative Assistant

Supports the administration, monitoring, documentation, and reporting of NCGIL's guarantee portfolio while coordinating with internal divisions and Participating Financial Institutions.

- Should have passed the G.C.E. Advanced Level examination (with at least 2 credit passes 1 simple pass) or possess an equivalent qualification.
- A certificate or diploma in Advanced Excel or a related field, along with the ability to analyze data, will be an added advantage.
- **Proficiency in computer applications and MS Office packages, with thorough knowledge of Microsoft Excel, is essential.**
- A minimum of 1 year of proven experience in management assistant or administrative roles will be preferred.
- Ability to speak & understand Tamil language will be an added advantage.
- Age preferably below 30 years.

Selection Process:

Selection will be made through a comprehensive interview process and please note that only qualified candidates will be notified at all stages of the selection process.

If you are interested and possess the relevant qualifications, please forward your complete resume in PDF format with contact details of two non-related referees to careers@ncgil.lk on or before **29th July 2026**.

National Credit Guarantee Institution Limited,
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