

Great
Place
To
Work®

Certified

SEP 2025-SEP 2026

LKA

BE PART OF OUR

GROWTH STORY

BANKING ASSISTANT

PFS UNDERWRITING DEPARTMENT – RETAIL LOANS



You should ideally:

- possess a minimum of 3 years of experience in the relevant field
- Possess GCE O/L qualifications with credit passes in English and Mathematics and GCE A/L qualifications with three passes obtained within the stipulated attempts
- Have overall exposure to banking core processes and credit-related operations
- Possess sound credit knowledge and core banking application knowledge
- Be a strong communicator and an effective team player
- Possess or be preferably part-qualified in Banking & Finance (IABF) and/or CIMA

You will be mainly responsible for:

- conducting employment and salary verifications through calls and emails with external organizations
- entering and validating loan application data accurately in workflow systems while ensuring completeness of supporting documentation
- preparing and issuing loan offer letters for personal and mortgage loans in line with approved credit facilities and service standards
- updating, maintaining, and generating dashboards and management reports to track loan processing performance and SLAs
- liaising with internal and external stakeholders to facilitate loan processing, approvals, disbursements, and operational support

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@dfccbank.com with the post applied for in the subject by **20th August 2026**.

Chief Human Resources Officer
DFCC Bank PLC 73/5,
Galle Road, Colombo 03

☎ 0112 350000 🌐 www.dfcc.lk

Fitch Ratings A (lka)

Licensed Commercial Bank supervised by CBSL

