



Ready to grow from learning to leading?

At Seylan, ambition grows through experience. This role allows you to learn the work, power through challenges, and contribute meaningfully as you turn learning into capability.

Executive – Payments & Settlements (Digital Banking)

Job Responsibilities

- Perform daily reconciliation of CEFT Outward transactions across Digital Banking Platforms, Core Banking System, General Ledger, and merchant settlement accounts.
- Ensure accurate and timely processing and settlement of merchant transactions in line with service level agreements (SLAs).
- Identify, investigate, and resolve reconciliation discrepancies, including failed, duplicate, pending, and unmatched transactions.
- Reconcile suspense, settlement, and control accounts while ensuring the accuracy of accounting entries.
- Monitor merchant settlements and follow up to ensure timely completion of outstanding transactions.
- Prepare daily, monthly, and exception reconciliation reports, including ageing analysis and management reports.
- Coordinate with internal stakeholders and external payment partners to resolve reconciliation and settlement issues.
- Ensure compliance with operational procedures, internal controls, audit requirements, and regulatory guidelines.
- Support process improvements, automation initiatives, and system enhancement projects to improve operational efficiency.
- Provide operational support for digital payment products and perform additional responsibilities assigned by management.
- Finalize monthly sign off s for all GL accounts of the Department.
- Overall supervision of monthly income statements/ variances.

The Person

- 6 – 7 years experience in Banking Operations, Digital Banking, Payments, Reconciliation, Settlement Processing, or Finance Operations.
- Bachelor’s Degree in Finance, Accounting, Banking, Business Administration, Information Systems, or a related field will be an added advantage.
- Sound knowledge of CEFT payment operations, digital banking, and merchant settlement processes in LankaPay systems.
- Strong understanding of General Ledger reconciliation, accounting principles, and financial controls.
- Advanced Microsoft Excel skills, including Pivot Tables, XLOOKUP/VLOOKUP, Power Query, and data analysis.
- Excellent analytical, problem-solving, and reconciliation skills with strong attention to detail.
- Ability to prioritize tasks and work accurately under strict deadlines.
- Strong communication, stakeholder management, and teamwork skills.

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.

Embrace courage. Unlock greatness.

