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SEP 2025-SEP 2026

LKA

BE PART OF OUR

GROWTH STORY

SENIOR BANKING ASSISTANT / JUNIOR EXECUTIVE
PFS UNDERWRITING DEPARTMENT – RETAIL LOANS



You should ideally:

- possess 3+ years of experience in a bank or financial institution
- At least 2 years of experience in evaluating Retail & Mortgaged loans applications , credit assessment, underwriting / loan processing
- possess GCE O/L qualifications with credit passes in English and Mathematics and GCE A/L qualifications with three passes (excluding General English)
- possess a Completed Certificate in Banking & Finance (CBF)
- Part qualification of CIMA/ CA/ ACCA would be an added advantage
- Knowledge of credit policies, risk analysis, and lending procedures.
- Strong analytical and decision-making skill coupled with strong communication and teamwork skills

You will be mainly responsible for:

- processing and evaluating personal loans, mortgage loans, staff loan conversions, and PFS concessions in accordance with approved credit guidelines and delegated authority
- preparing and issuing accurate and timely loan offer letters while ensuring compliance with bank policies and credit requirements
- liaising and coordinating with legal, credit, and other relevant stakeholders to facilitate loan processing, approvals, and disbursements
- monitoring and maintaining PFS manual registries and retrieving securities held in the PFS vault
- preparing and reporting management information related to PFS products while supporting business targets, branch activities, and marketing initiatives

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

 **DFCC BANK**
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