



Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

Credit Assistants / Officers – Branch Banking

Job Responsibilities

- Identify and canvass potential facility and deposit clients to the bank.
- Ensure facilities approved/disbursed are in accordance with the delegated authority given in liaison with standard credit procedures of the bank.
- Obtain securities strictly in accordance with the approved Loan Agreement Forms (LAFs) / Temporary Excess Forms (TEFs) following guidelines in Credit Policy Manual (CPM) and registering these with respective authorities where necessary with no compromise made without the expressed authority of the approving authority.
- Handle and maintain customer credit files / ensure lodgment of security documents.
- Visit business premises / security offered to ascertain the accuracy of information provided by customers / valuers and report where necessary.
- Review and renew facilities on due dates.
- Revalue securities in accordance with Credit Procedure instructions and recommend reduction of limits of facilities / limits if necessary where applicable.
- Ensure expired limits are cancelled and deleted from the system.
- Monitor restructure and recovery of credit.
- Follow up of leads from SME - Hub and Relationship Officers.

The Person

- Minimum 3 - 6 years of experience in credit related work.
- Full/part academic or professional qualification in Banking from a recognized university/institution.
- Diploma in Credit Management from IBSL.
- A team player with good communication skills in English.
- To gain more exposure, you should be prepared to work in any location within our island wide branch network.
- Be literate in IT with proficiency in English and Sinhala / Tamil languages.
- Overall knowledge about branch operations.

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

Only the shortlisted candidates will be contacted by Seylan HR.