



## MANAGER/ASSISTANT MANAGER-ADMINISTRATION

### ABANS FINANCE PLC

Abans Finance PLC is a member of the prestigious Abans Group, a household name in Sri Lanka. With assets over Rs. 10 billion, we are one of the most innovative finance companies in Sri Lanka. The company's principal lines of business include finance leasing, mortgage loans, and acceptance of fixed and savings deposits. The company currently operates across the island and is further backed by over four hundred Abans PLC outlets islandwide. Abans Finance PLC is seeking dynamic, result-oriented individuals to be a part of its' winning team.

#### KEY RESPONSIBILITIES

- **Premises Management:** Ensure compliance relating to regulatory requirements in relation to an operating a finance company business operation in head office and in branches (from administrative perspective). This includes liaison with the local government bodies such as fire/ Police/ health and safety agencies, ensuring security systems are in place, emergency planning, utility management, and business continuity as well.

Regular monitoring and taking corrective action of power requirements, central A/C system, janitorial / tea services are also integral part of this role. Further facilitating and ensuring ceremonial procedures and any other areas pertaining to general administration needs to be attended

- **Fixed asset management:** Timely maintenance of assets and ensure adequate insurance
- **Purchasing management:** Ensure cost, quality, delivery timing, and safety
- **Stores Management:** Ensure safety, security and loss prevention

Further record keeping, preparation of MIS reports constant review, updating, training of company administration policies also part of this role. Position requires to closely work with service departments to ensure value chains are evaluated time to time and overhead costs are managed, and digitalization will be a key part of this process

In relation to all above this position needs to update CEO & Integrated Risk Management Committee (IRMC) – board subcommittee at regular intervals. Reporting line will be through Senior Manager Administration and IT.

#### KEY REQUIREMENTS

- 5 to 8 years of experience in relevant field is preferred
- Full/ part qualification in administration or similar field or degree from recognized university is an advantage
- Ability to work under pressure and extended working hours
- Permanent residence in Colombo is preferred
- Position will be stationed at head office and required to visit branches / Customer service Centers (18 in total) and to branches to perform its duties

The above position offers excellent career prospects and opportunities for further progression together with internal & external training. An attractive negotiable remuneration packages in keeping with experience and industry norms are on offer. Please forward your resume to [careers@abansfinance.lk](mailto:careers@abansfinance.lk) or by post to Head of Human Resources, Abans Finance PLC, No 456, R. A. De Mel Mawatha, Colombo 03 with contact details of two non-related referees **indicating the post applied for** in the subject line within 14 days of this advertisement.