



Merchant Bank of Sri Lanka & Finance PLC, a well-established Finance Company, and a subsidiary of Bank of Ceylon is looking for a dynamic and result oriented individual to join our team as.

**1. CASHIER (STAFF ASSISTANT GRADE)  
(NITTABUWA BRANCH)**

**Job Role**

- Provide cashiering services to customers by receiving deposits, loan payments; cash cheques; other relevant payments.
- Record transactions timely in accordance with Company System & procedures and prepare the relevant transaction reports.
- Proceed opening and closing accounts whilst ensuring accurate data collecting & documentation connected with.
- Reconcile cash plot by proving cash transactions; reconciling loan payments and other transactions; turning in excess cash and mutilated currency to respective authorized officer of the Branch in order maintain supply of branch cash plot.
- Handle currency, transactions, and confidential information in a responsible manner.
- Follow & adhere to the Company financial internal controls, security regulations, Guide lines of Operational Manual, Policies, Procedures & Management Directives.
- Actively watch out for fraudulent practices and manage any risk that may arise.

**Profile**

- G.C.E (A/L) examination with 3 passes  
**OR**
- G.C.E (O/L) examination preferably with 5 Credit Passes & 01 Year experience.

**AGE:**

- Below 30 Years

**Remuneration:**

Attractive remuneration package including other fringe benefits will be offered to the right candidate, based on the experience and performance

**How to Apply:**

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left-hand corner of the envelope and send your detailed resume along with names of two non-related referees within 14 days of this advertisement to the following email/ address. The vacancy will be filled purely on merit and any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

**Assistant General Manager - HR**  
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