



NATIONAL SAVINGS BANK

POST OF EXECUTIVE - TREASURY BACK OFFICE

GRADE III CLASS III

ELIGIBILITY REQUIREMENTS

1. Candidate should be a citizen of Sri Lanka
2. Educational / Professional Qualifications & Experience
 - Should have passed the GCE (O/L) Examination in one sitting in 06 subjects with 05 Credit Passes including Sinhala Language / Tamil Language, Mathematics and English

AND

- GCE (A/L) Examination with 03 Passes in one sitting (excluding General English, General Knowledge and General Information Technology)

AND

- Operational Certificate offered by the Financial Market Association(ACI)/ Certificate in Treasury and Foreign Exchange Operations offered by Centre of Banking Studies of CBSL

WITH

- Minimum of 5 years of relevant career exposure in treasury related functions or 3 years experience in treasury related functions with a Degree/MBA from a University recognized by the University Grants Commission of Sri Lanka

Below mentioned Additional Qualifications will be an added advantage

- Diploma in Treasury & Risk Management offered by IBSL
- Diploma in Banking & Finance offered by IBSL

3. **Age Limit :** Below 40 years

SKILLS & COMPETENCIES

- Attention to details and commitment to accuracy
- Excellent communication skills in both Sinhala & English
- Technically sound and business oriented

ROLES & RESPONSIBILITIES

- Assisting in handling the Transaction Settlement Process through the systems
- Assisting in monitoring, maintaining and reconciliation of security movement on daily basis
- Assisting in handling SWIFT messaging of Security related transactions
- Assisting in handling of RTGS Accounts related functions

TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year.

REMUNERATION

Rs. 49,195-65,995/-
(840 x 20)

The initial monthly gross salary will be Rs.105,700/-(approximately)

In addition, the applicants selected for the above post will enjoy fringe benefits of medical assistance scheme, housing loan/ other staff loans at concessionary rates of interest, superannuation scheme with both provident fund and ETF benefits and non contributory pension scheme.

SUBMISSION OF APPLICATIONS

Apply with your complete resume and contact details of two non-related referees, sent by registered post to **Deputy General Manager (HRD), HRD Division, National Savings Bank, 255, Galle Road, Colombo 03** on or before **13.12.2021**. The post applied for should be stated on the top left-hand corner of the envelope.

Photocopies of the educational/professional & experience certificates should be attached together with the application. Applicants who fail to attach the relevant certificates will not be called for interviews.

Any form of canvassing will lead to immediate disqualification and the Bank reserves the right to call only the short-listed candidates.

Deputy General Manager (HRD)
HRD Division
National Savings Bank
Head Office
Colombo 3.