



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.

Human Resources Business Partner – Compensation and Benefits

Job Responsibilities

- Effectively and efficiently manage monthly payroll processes, ensuring accuracy and timeliness.
- Manage and coordinate all aspects of payroll related payments, including the meticulous preparation of Annual Bonuses and Increment disbursements.
- Oversee adjustments, including updating of accounts, staff contributions, and incentive payments.
- Execute the relevant formalities related to employee off boarding procedures, ensuring a smooth transition for departing employees and maintaining compliance with Bank policies and regulatory requirements.
- Ensure compliance with statutory requirements, including ETF and PAYE remittances, ensuring accuracy and completeness in the remittance process within the stipulated timelines.
- Balance General Ledger accounts relevant to the HR department.
- Maintain transaction records, filing, and voucher bundling.
- Proficiently handle and respond to staff inquiries regarding their salary and allowances. Ensure effective communication by addressing queries with clarity, transparency, and timeliness.

The Person

- Minimum 5 years of experience in Human Resources/Payroll function preferably in a bank or a financial institution.
- Full or part professional qualification in Human Resource Management or equal qualification from a recognized university or a reputed professional body.
- Strong interpersonal skills and customer service orientation.
- A good team player with a positive attitude.
- Ability to work under pressure & long hours
- Knowledge on Labour laws and regulations

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

Only the shortlisted candidates will be contacted by Seylan HR