

JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

Executive Assistant – Finance

Job Profile

- Assist in the preparation of monthly Financial Statements of the Bank
- Assist in the preparation of monthly and periodic MIS Reports submitted to the Management and the Board of Directors
- Carrying out variance analysis pertaining to the performance of branches and other business units relating to monthly Financial Statements
- Performing reconciliations on General Ledger Account balances
- Processing of journal entries in the Core-banking System and / or other finance systems used by the finance division
- Assist in computations relating to SLFRS adjustments including impairment computations
- Assist in computations relating to statutory ratios such including Capital Adequacy Ratio (CAR), Liquidity Coverage Ratios (LCR) of the Bank
- Assist in computations relating to Direct/Indirect Taxes and Tax compliance

Successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with benchmarked financial institutions.

Interested candidates are invited to apply for the position, all applications should be routed through our corporate website

To apply, please visit, www.combank.lk → Careers → Open Positions → Executive Assistant Finance

Applicant's Profile

- Below 28 years of age
- Minimum of one (01) year experience in an audit firm or in a financial institution in a similar capacity
- Part qualification from a recognized accounting body such as CA / ACCA / CIMA / CMA / AAT etc. and / or reading for a degree from a recognized University in Accounting / Finance / Business
- Excellent computer literacy with sound knowledge in Microsoft Office Applications such as Microsoft Word, Microsoft Excel etc.
- Good communications skills.
- Should be a good team player dedicated to complete the assigned tasks

 **COMMERCIAL BANK**