

HDFC BANK

The HDFC Bank is looking for competent, dynamic and results oriented individuals with a proven track record to fill the following positions.

ACCOUNTANT

1. Eligibility criteria

1.1 Required Educational Qualifications/Professional Qualifications and skills

- Associate member of Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)/Chartered Institute of Management Accountants of UK (CIMA – UK)/Association of Chartered Certified Accountants (ACCA)/Institute of Certified Management Accountants of Sri Lanka (CMA-SL)
- Degree in Accountancy/Finance from a recognized university would be an added qualification.
- Sound knowledge on SLFRS/LKAS, specially SLFRS – 9 impairment computations.
- Strong analytical skills and literacy in MS Office suite.
- Effective communication and interpersonal skills

1.2 Experience

Minimum of five (05) years' experience in a similar capacity.

1.3 Age Limit : Not more than 45 years.

2. Key Responsibilities

- Preparation of periodical Financial Statements and MIS reports
- Timely submission of regulatory reports ensuring compliance with new regulatory requirements pertaining to financial reporting
- Perform IFRS related computation

3. Terms & conditions relating to the position

This position will be subjected to a probationary period of one year and confirmation in the post will be based on the satisfactory performance. Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

GOLD LOAN PROMOTION OFFICER - (CONTRACT)

1. Eligibility criteria

1.1 Required Educational Qualifications/Professional Qualifications and skills

- Relevant Degree from a recognized Institute or part qualifications in Banking, Marketing or any other relevant field.
- Knowledge in using MS Office packages
- Good interpersonal skills

1.2 Experience

Minimum of five (05) years' experience in similar capacity.

1.3 Age Limit : Not more than 45 years.

2. Key responsibilities

To promote Gold Loans among the new customer segments to achieve Gold loan targets and to adopt a suitable marketing strategy for that purpose. He/She has to visit potential customers, business organizations, dealers and be responsible for attracting new customers to the Bank.

3. Terms & conditions relating to the position

This position will be on contract basis for a period of 2 years. Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

LEASING PROMOTION OFFICER (CONTRACT)

1. Eligibility criteria

1.1 Required Educational Qualifications/Professional Qualifications and skills

- Relevant Degree from a recognized Institute or part qualification in Banking, Marketing or any other relevant field.
- Knowledge in using MS Office packages
- Good interpersonal skills

1.2 Experience

Minimum of five (05) years' experience in similar capacity.

1.3 Age Limit : Not more than 45 years

2. Key Responsibilities

Promote the leasing business and to adopt a suitable marketing strategy to achieve the leasing targets of the Bank. He /She has to visit potential customers, business organizations, vehicle dealers and be responsible for attracting new customers to the Bank.

3. Terms & conditions relating to the position

This position will be on contract basis for a period of 2 years. Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

An attractive remuneration package awaits the right candidate.

APPLICATION PROCEDURE

Applications with two non-related referees, should be sent through email to careers@hdfc.lk on or before **27th October 2021** indicating the position applied for on the subject line of the e-mail.

Assistant General Manager - HRM & Company Secretary
HDFC Bank of Sri Lanka
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HDFC BANK

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