

VACANCIES

NSB FUND MANAGEMENT CO. LTD.



NSB Fund Management Co. Ltd. is a fully owned subsidiary of National Savings Bank and dedicated Primary Dealer appointed by the Central Bank of Sri Lanka. The Company is calling applications from eligible candidates for the following vacancies.

Designation	Educational/ Professional Qualifications	Experience	Key Responsibilities	Salary Level
Senior Manager – Back Office	A Degree in a related field from a university recognized by the University Grants Commission and knowledge in RTGS settlement process and required qualifications accepted by the CBSL.	Minimum of one year experience in similar capacity in a Bank, Primary Dealer Company, Finance Company or a relevant field	<ul style="list-style-type: none"> Oversee the CBSL RTGS and SSSS process Review cash flow forecasting Review all the Back Office functions 	Negotiable
Compliance Officer	A Degree in Law, Business Management OR any related Degree from a University recognized by the University Grants Commission	Minimum of three years' experience in similar capacity in a Bank, Primary Dealer Company, Finance Company or a relevant field	<ul style="list-style-type: none"> Draft and revise the compliance policies and protocols on behalf of the organization Develop and implement a compliance program to ensure the organization operates in accordance with the laws, rules, directions and internal policies Remain up to date on applicable laws and directions related to the organization and update the policies accordingly Provide regular reports to the Board of Directors and other relevant bodies detailing current status of Compliance Perform compliance audits to determine whether the established protocols are being followed and where they can be improved Educate and train employees on regulations and industry practices Maintain up to date written documentation and policies related to the organization's business activities 	Negotiable
Risk Officer	A Degree in Business Management, Finance or Accounting from a University recognized by the University Grants Commission	Minimum of three years' experience in similar capacity in a Bank, Primary Dealer Company, Finance Company or a relevant Field	<ul style="list-style-type: none"> Manage and improve the Company's risk management framework Establish the policies to monitor and measure various risk elements (Eg; Market, Liquidity, Operational Risk etc.) Work effectively to identify, analyze and mitigate internal and external risks to support sustainable growth of the Company Provide periodic reporting of risk management updates to the Board of Directors/Sub Committees Possess in-depth and technical knowledge of financial markets / products with the ability to make critical, timely decisions 	Negotiable
Assistant Dealer	Dealing certificate offered by the Financial Market Association (Association Cambisite International ACI) or any other equivalent qualification required by the regulator. (Part qualification in Chartered Financial Analyst Program (CFA)/Chartered Institute of Management Accountants (CIMA) or equivalent professional qualification shall be an added advantage)	A minimum of one-year experience in the Similar capacity in a Bank, Primary Dealer Company, Finance Company or a relevant field	<ul style="list-style-type: none"> Should be able to work independently towards achieving challenging business targets Flair for marketing and trading in financial markets are requisite skills Ability to operate within and comply with the internal and external regulatory framework. 	Negotiable
Trainee Investment Assistant – Front Office	GCE Ordinary Level in 6 subjects (excluding optional subjects) with at least 5 credit passes including Mother Language, Mathematics and English Language, obtained in the same sitting and GCE Advanced Level in 3 subjects (excluding General English, General Knowledge and General Information Technology), obtained in the same sitting	Experience in similar capacity in a Bank, Primary Dealer Company, Finance Company or a relevant field will be an additional advantage	<ul style="list-style-type: none"> Maintain and update all retail/corporate customer documents Support to handle Front Office dealing Promote the Treasury Bills, Bonds, Repo products to increase the customer base of the Company 	Negotiable
Trainee Office Assistant - Male	GCE Ordinary Level in 6 subjects with at least 3 credit passes including Mother Language and Mathematics obtained in the same sitting	Experience in similar capacity in a Bank, Primary Dealer Company, Finance Company or a relevant field and possession of motorcycle license will be an additional advantage	<ul style="list-style-type: none"> Delivering internal and external Documents and administrative support activities 	Negotiable

ELIGIBILITY REQUIREMENTS :

- Candidate should be a citizen of Sri Lanka.
- Age Limit of Candidates;
 - Senior Manager – (Back Office), Compliance Officer, Risk Officer - below **45 years**.
 - Assistant Dealer, Trainee Investment Assistant , Trainee Office Assistant - below **30 years**.

SUBMISSION OF APPLICATIONS :

Applications giving full bio-data including Educational/Professional qualifications, experience and names and addresses of two non-related referees should be sent to reach the undersigned under registered cover or e-mail to secretary.fmc@nsb.lk on or before 22.08.2022. An Applicant cannot use any other channel in forwarding the application.

Photocopies of Educational / Professional Certificates & Service 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 Company reserves the right to call only the short-listed candidates.

The post applied for should be stated on the top left-hand corner of the envelope or on the Subject of the e-mail.

Chief Executive Officer
NSB Fund Management Co. Ltd.
No. 400, Galle Road,
Colombo 03.