

# EXECUTIVE – CCPU

The job holder is responsible for overall functions of team loan facilities of project finance, micro SME & middle market and maintains an accurate position in the system. Take appropriate action to minimize errors. Review work procedures and amended the same if necessary. Monitor & follow-up outstanding issues with respective staff and clear off.

## THE JOB

- **Oversee operations at both RMS Centers (Head Office and Pettah Branch), ensuring smooth and efficient workflows.**
- **Authorize the processing of Receivable Financing, Post-Dated Cheques Discounting, Warehousing, Supplier & Distributor Financing, while maintaining accurate records in the system.**
- **Approve disbursements, settlements, manual recoveries, loan rescheduling, loan amendments, reviews, fund hold/release requests, and other transactions related to Retail Loans and Auto Finance facilities.**
- **Identify, monitor, and manage operational risks, including submitting annual risk control assessments to the Department of Operational Risk.**
- **Handle daily suspense account balances, and manage compliance-related submissions (bribery, Inland Revenue, information requests).**
- **Prepare, review, and submit legal account statements to relevant departments.**
- **Regularly update procedure manuals and oversee document filing and archiving.**

## THE PERSON

- **Full / Part qualification in Banking, Finance or relevant field.**
- **Possesses around 6-8 years' experience in Banking / Finance.**
- **Ability to work at both Pettah RMS unit and Head Office as required.**
- **Demonstrates strong interpersonal and communication skills.**
- **Displays exceptional attention to detail and accuracy.**
- **Proven ability to lead and manage a team effectively.**
- **Excellent time management and organizational skills.**

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We will correspond only with the shortlisted applicants  
"We are an equal opportunity Employer"



Vice President Human Resources