



## 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.

### **Pawning Officer**

#### **Job Responsibilities**

- Appraising of pawned articles by Doramiser / Touchstone without exposing the Bank to risk or losses.
- Handling all pawning redemptions, interest payments and part payments in the pawning system.
- Monitoring pawning NPA (Non Performing Advances) / overdue and recovery management.
- Ensure overdue is less than 5% of the base and NPA less than 0.5% of the base at any given time.
- Balancing all General Ledger accounts related to pawning on a daily basis.
- Balancing the pawning in / out register daily and at the month end.
- Handling pawning auctions in the branch and all other related functions pertaining to same.
- Ensuring that all physical verifications of all pawned articles are carried out on a monthly basis as per the guidelines of an independent officer.
- Initiating and engaging in all promotional activities of the branch with a view to enhance the pawning growth and to drive towards targets.
- Handling auctions and auction related work promptly and efficiently as per circular instructions.
- Achieving the given target and support the branch efforts in growing the advances portfolio.
- Be familiar and conversant with the Gross Credit Lines (GCLs) relating to pawning and gold loans and all other related activities.

#### **The Person**

- Minimum 5 years experience in a banking out of which 3 years in pawning.
- Full or part qualification in banking is preferred.
- Excellent communication skills and analytical skills.
- Strong analytical, interpersonal and communication skills.

If you fulfil the above criteria, we invite you to email your CV along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan Bank.