

# AMW Capital Leasing and Finance PLC

## Cashier

Location - Borella



**AMW Capital Leasing and Finance PLC is a finance company registered under the Central Bank of Sri Lanka and a subsidiary company of AMW Group which is a leading corporate entity in Sri Lanka and the sole distributor for several world-renowned automobiles and related brands, under the umbrella of Al-Futtaim Group, Dubai UAE.**

**AMW Capital Leasing is spread across the country with a network of 21 branches and is in the process of expanding its network. Our focus is to employ and engage diverse individuals who aspire to grow with us in a financial entity that offers unlimited career potential in a multinational environment.**

### Key Duties and Responsibilities

- Responsible & accountable to issue receipts for received cash, cheques, and bank direct deposits, updating all transactions accurately and quickly within the customer accounts in Lease wave.
- Always Adhering & working as per the cash book manual.
- Manage and control petty cash payments of the branch, ensuring adherence to AMW Capital Leasing policies and procedures.
- To play the role of a customer relationship officer if the necessity arises.
- Deposit cash and cheque collection to the AMWCL collection account as per the timelines depicted by Finance.
- Receipting Post dated cheques and sending receipts of same to clients on the agreed timelines.
- Ensure timely reimbursement of petty cash float.
- Answer all customer queries related to payments history.
- Prepare cash in hand, cheque in hand, petty cash summary and send to finance division with the line manager approval.
- The role will interact with all customers both face to face and telephone to answer queries and update the customer with details of receipting.
- The role should provide and manage a strong link between the Marketing, Finance, and recoveries teams.

### Key Requirements

- Successfully completed GCE A/L examination.
- Ability to work in a team and needs to be a good team player.
- Need to work long hours if the necessity arises including weekends.
- Strong understanding of excel and accounting systems.
- Minimum 6 months working experience in a similar capacity.

**Please apply through the below email within 07 days of this advertisement.**

**[AMW.Careerswithus@amw ltd.com](mailto:AMW.Careerswithus@amw ltd.com)**

