

# National Credit Guarantee Institution Limited (NCGIL)

## Vacancies for Executives

The National Credit Guarantee Institution Limited (NCGIL) is a Public Private Partnership established between the Government of Sri Lanka and 13 leading Financial Institutions (FIs) to support the country's Micro, Small and Medium Enterprise (MSME) sector. The NCGI provides guarantee facilities to MSMEs to bridge the collateral shortfall and promote cashflow based lending for viable projects which will foster economic growth and prosperity, overcoming the challenges posed by rapidly changing market demands, technological shifts, and capacity limitations.

We're looking for individuals who are resilient with strong interpersonal skills, attention to detail, possess the ability to maintain confidentiality and are team players who are high performers. If you are a candidate who wants to impact and accelerate the growth of the MSME sector, join us!

### Key Qualifications, Experience and Responsibilities

<b>Guarantee Administration Executive</b> <i>Responsible to facilitate the guarantee administration process, which entails the conduct of initial credit analysis; update loan portfolio; liaise with PFIs to obtain borrower information; register borrowers; maintain records; reporting and related work.</i>	<ul style="list-style-type: none"><li>• Bachelor's degree preferably in Commerce, Business, Economics, Accounting, Finance, Business Administration or a relevant field or professional membership/qualification from the Institute of Bankers of Sri Lanka, ACCA, CIMA, CA, CMA or an equivalent.</li><li>• A minimum of 2 years of experience in MSME lending in the banking/ finance sector.</li></ul>
<b>Claims Executive</b> <i>Responsible to facilitate claims management in the conduct of initial evaluations of claim requests; evaluate recovery efforts; liaise with PFIs to maintain recovery ratios; maintain records and reports of claims/ losses.</i>	<ul style="list-style-type: none"><li>• Bachelor's degree preferably in Business Administration, Finance or a related field or professional membership/qualification from the Institute of Bankers of Sri Lanka, ACCA, CIMA, CA, CMA or an equivalent.</li><li>• Proficient knowledge and experience in MSME credit analysis and claims procedures for at least a period of 2 years.</li><li>• Proficiency in data analysis, reporting, and managing claims-related information.</li></ul>
<b>Finance Executive</b> <i>Responsible for the overall recording and reporting of financial performance and accounting transactions of the NCGI; raise invoices for guarantee fees; liaise with the claims department for claims settlements; liaise with external auditors; maintain records of all accounting transactions of the NCGI.</i>	<ul style="list-style-type: none"><li>• Bachelor's Degree in Finance, Accounting or professional qualification in CA, ACCA, CIMA, CMA or an equivalent.</li><li>• Possesses technical knowledge of the most recent developments of SLFRS and other financial regulations.</li><li>• Previous work experience in financial institutions in a similar position for at least a period of 2 years.</li></ul>
<b>Finance Executive – Treasury</b> <i>Supporting the management of financial assets and ensuring the institution's stability and growth; prepare treasury related analysis; conduct treasury activities and proactively monitor treasury processes; assist in budgeting, fund management while also ensuring compliance and good governance.</i>	<ul style="list-style-type: none"><li>• Bachelor's degree preferably in Finance, Accounting, Economics or a relevant field or a professional qualification in CA, ACCA, CIMA, CMA or an equivalent.</li><li>• Previous work experience in fund management and/or investments in a financial institution for at least a period of 2 years.</li></ul>
<b>Procurement Executive</b> <i>Supporting the overall management of the procurement process; identify and develop procurement budgets; develop and implement procurement strategies aligned with NCGI's policies and procedures; source and negotiate contracts for goods and services; identify and mitigate procurement risks and streamline the procurement process.</i>	<ul style="list-style-type: none"><li>• Bachelor's degree in Logistics, Supply Chain, Business Administration or any other related field.</li><li>• A minimum of 2 years of experience in purchasing/procurement.</li><li>• Proven work exposure in a similar job role in a financial entity is preferred.</li></ul>
<b>IT Executive</b> <i>Supporting development/ implementation of technology strategies that align with the NCGI's goals and operations; responsible to safeguard data and information assets; troubleshoot any problems related to internal ICT equipment; set internal budgets and manage IT costs; coordinate with external IT vendors to integrate technology solutions.</i>	<ul style="list-style-type: none"><li>• Bachelor's degree or diploma in Computer Science, Information Technology, Management Information Systems, or a related field.</li><li>• A minimum of 2 years of work experience in technology management.</li></ul>

\* All applicants must be in age of maximum 57 years as of the application closing date

### Remuneration Package

All job roles are permanent-full time positions and an attractive remuneration package for the selected candidates shall be provided.

### Selection Process

Selection will be made through a comprehensive interview process and please note that only qualified candidates will be notified at all stages of the selection process. If you are interested and possess the relevant qualifications, please forward your complete resume in PDF format with contact details of two non-related referees to [ncgi.recruitment@gmail.com](mailto:ncgi.recruitment@gmail.com) and send the hard copy to following address by registered post on or before 11<sup>th</sup> September 2024. On the top left-hand corner of the envelope/ email subject line the position, please mention "NCGIL– Name of the Position Applied".

**Address: National Credit Guarantee Institution Limited, 207, 2<sup>nd</sup> Floor, Lotus Road, Colombo 01**