



For over six decades, Mercantile Investments and Finance PLC has been a leading name in Sri Lanka's financial services industry, earning trust through innovation, stability, and customer-centric solutions.

With a nationwide presence of 83 branches, we are committed to empowering individuals and businesses with comprehensive financial solutions. Now, we're looking for dynamic professionals to join our team and contribute to our legacy of excellence.



NOW HIRING Branch Head of Operations

Location : Kuliyaipitiya, Anuradhapura, Kesbawa, Godagama, Chilaw, Nittambuwa, Wattala

Key Responsibilities

- **Administrative Support:** Handle all general administrative tasks at the branch level, including the custody and handling of safe keys for gold and cash safes.
- **Gold Unit Administration:** Oversee the administrative functions of the Gold Unit, including dual control and ticket approval processes.
- **Cash Handling Oversight:** Manage the dual control function of the cashier to ensure secure and accurate cash handling procedures.
- **Credit Operations:** Handle credit operations, including documentation and process compliance.
- **Audit and Housekeeping:** Responsible for overall audit control and branch housekeeping duties with the Branch Manager to maintain compliance and a well-organized environment.
- **Head Office Coordination:** Provide support and coordination for various Head Office units by addressing queries related to the branch's operations.
- **Comprehensive Admin Support:** Offer administrative support across all business lines within the branch to ensure smooth and efficient operations.
- **Business Support:** Provide support to the Branch Manager in business activities, including marketing campaigns, Recoveries related tasks, CSR initiatives, and employee welfare programs.

Eligibility

- A Bachelor's Degree in Business Management, Accounting, or a related field.
- Full/part qualification in a recognized professional body such as CA Sri Lanka, CIMA, or AAT.
- Minimum of 5 years experience in a similar role in the banking, NBFI, or a related sector.

Apply now!



Call us : 0112336303
Email your cv : careers@mi.com.lk



Mercantile Investments
Service that extends beyond