



VACANCY

We are a subsidiary of Sri Lanka's leading private commercial bank Hatton National Bank PLC, and a leader in the finance industry with an immaculate record of over 25 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 79 branches across the island. We are ranked among the top 100 most valuable consumer brands in Sri Lanka by Brand Finance. In view of our growth expectations, we seek highly motivated, dynamic and result oriented individuals to join our organization.

CRIB COMPLIANCE OFFICER

Key Responsibilities

- Manage CRIB user administration, including new user creation, password resets, user unlocking, and user awareness.
- Coordinate and correct CRIB data errors, validation issues, and monthly error logs with branches and BSD.
- Perform monthly CRIB data submission (consumer & corporate) within stipulated deadlines.
- Review, validate, correct, and upload CRIB data while ensuring compliance with CRIB validation rules.
- Resolve CRIB report issues, disputes, and complaints from branches, call centers, customers, and other financial institutions.
- Handle CRIB billing analysis, monthly summaries, and branch/user-wise bill reviews.
- Maintain all correspondence with CRIB and relevant external institutions.
- Support smooth branch operations by promptly resolving CRIB-related system and user issues.
- Perform any other duties assigned by the management.

Key Performance Expectations

- Timely monthly CRIB submissions
- Effective reduction of recurring CRIB data errors through preventive coordination.
- Prompt resolution of CRIB-related issues raised by branches, customers, and CRIB.
- Efficient management of CRIB users and access controls.

Candidate Profile

- Diploma / Degree in Banking, Finance, IT, or a related field.
- Sound knowledge of CRIB processes, credit data, and compliance requirements.
- Experience in Finance/ banking operations, credit administration, or regulatory reporting will be an advantage.
- Strong coordination, communication, and problem-solving skills.
- Ability to work under deadlines with high attention to detail.
- Good computer literacy and familiarity with banking systems and data validation tools.

If you are willing to take up the challenge, forward your resume via e-mail OR by post within 10 days of this advertisement along with the details of two non-related referees, to the address stated below or to HRTalentTeam@hnbfinance.lk Please indicate the post applied for and your preferred location on the top left-hand corner of the envelope or in the subject line of your e-mail.

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