PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the Bank is looking for a talented & dynamic individual to fill the following position in the Bank.

MANAGER- RECONCILIATION

Manager- Reconciliation is responsible for establishing and maintaining a strong bank-wide reconciliation governance framework by overseeing General Ledger (GL) maintenance functions, developing and implementing the Bank's Reconciliation Policy, ensuring timely reconciliation of all GL accounts, strengthening internal controls, regulatory compliance, risk management and financial reporting accuracy.

The duties and responsibilities relevant to the position of Manager- Reconciliation among others are;

DUTIES AND RESPONSIBILITIES

a) Bank-wide Reconciliation Governance

- Develop, implement and periodically review the Bank-wide Reconciliation Policy.
- Establish reconciliation standards applicable across all departments, branches and business units.
- Develop reconciliation procedures, operating manuals and standard operating procedures.
- Ensure consistency in reconciliation practices throughout the Bank.
- Develop reconciliation templates and reporting formats.
- Monitor compliance with reconciliation timelines.

b) General Ledger Maintenance Governance

- Oversee governance relating to General Ledger maintenance including GL Account creation, GL modification, GL closure/deletion, Reference maintenance, Effective date maintenance with relevant approvals.
- Creation, deletion and closure of Standard Procedures Manual for GL maintenance Functions.
- Review dormant and inactive GL accounts.
- Recommend closure of obsolete GL accounts.
- Ensure proper documentation for all GL maintenance activities.

c) Monitoring Outstanding Reconciling Items

- Monitor ageing of outstanding reconciliation differences.
- Define long outstanding criteria.
- Identify root causes.
- Coordinate with relevant departments to resolve long outstanding items.
- Escalate unresolved items to senior management.
- Maintain reconciliation ageing reports.
- Monitor write-off proposals where applicable.

d) Regulatory Compliance

- Ensure compliance with Central Bank regulations, Accounting Standards (SLFRS/LKAS/IFRS), Internal Audit and External Audit recommendations, Board Audit Committee directives, Internal Policies, circulars, procedures and manual, Risk Management and Compliance Framework.

e) Management Information & Reporting

- Prepare periodic reports relating to reconciliation status, outstanding balances, long outstanding items, high-risk accounts, ageing analysis, exception reports, key reconciliation indicators, policy compliance, monthly dashboards, quarterly Board Audit Committee reports and Executive Management reports.

f) Stakeholder Coordination

- Coordinate with all relevant Departments, Business units/Branch Network, Internal Audit, Risk Management and Compliance and facilitate regulatory examinations.

g) Automation & Continuous Improvement

- Promote reconciliation automation.
- Improve reconciliation systems.
- Participate in system development projects.
- Develop reconciliation dashboards.

h) Team Leadership

- Lead the Reconciliation Unit.
- Allocate reconciliation responsibilities.
- Provide technical guidance.
- Conduct reconciliation training programmes.

ELIGIBILITY CRITERIA

- Should be a citizen of Sri Lanka

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

- Should possess a bachelor's degree in Banking, Finance, Accounting from a university or a degree awarding institute recognized by the University Grants Commission of Sri Lanka.

AND

- Should be fully or partly qualified with a recognized accounting professional body, such as CA, ACCA, or CIMA.

EXPERIENCE

- Should possess at least 10 years of experience in banking or finance with strong knowledge in banking operations, General Ledger management, reconciliation processes, and regulatory requirements.
- Demonstrated experience in developing banking policies, internal control frameworks, or governance is an added advantage.
- Excellent analytical, report-writing, and stakeholder management skills and knowledge on information systems.

AGE

- Age preferably below 45 years as at closing date of application.

The applicants are instructed to fill in the Application form on the Career page of People's Bank website and submit the same through the People's Bank website (www.peoplesbank.lk) on or before 05.10.2026.

An Email confirmation of receipt will be sent upon the receipt of the application. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 011 3741421/011 3741420.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All non-complying applications or applications forwarded through post, E-mail or any other mode will be disregarded.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

By submitting your application, you acknowledge that People's Bank will process your personal data solely for purposes connected with the recruitment and selection process for this vacancy. People's Bank processes your personal data in accordance with the data protection principles set out in the Personal Data Protection Act, No. 9 of 2022, as amended. For further information regarding how we collect, use, protect and retain your personal data, and how you may exercise your rights as a data subject, please refer to the People's Bank Privacy Notice available at www.peoplesbank.lk.

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