

ENTER THE REWARDING WORLD OF INSURANCE!

We, People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of finance functions.

Junior Executive- Finance (Investment unit) **Location- Head Office**

Responsibilities

- Assist the Manager In-Charge of investment for the Company in making investment-related decisions and daily routine investment activities.
- Ensure all treasury related and other transaction settlements are processed on time.
- Performance of all investment deal settlements (Money market, Treasury bonds, Bills etc.)
- Forecast cash flow requirements one month ahead and available the funds for the payments an effective manner with the objective of maximise the investment return.
- Accounting for investment returns, performance of calculations, record keeping, and investment documentation
- Safeguard important documents, including certificates, agreements, policies, and POAs.
- Collect withholding tax certificates and ensure completeness of the certificate to be complied with Tax authority requirements.
- Performed Investments and WHT general ledger reconciliation with the respective schedules
- Facilitate the bank guarantee, performance bonds, new bank account opening, etc on time as per the company requirements and maintain good relationship with banks to facilitate for such requirements by consultation with Assistant manager Investments.
- Support audit confirmation and balance verification processes.
- Provide investment-related information to internal and external parties with accuracy and in a timely manner.

Applicants should possess the following

- A Bachelor's degree from a recognized university (Specialized in Finance or related field will be preferred) and partly qualified in related professional qualification (CFA/CIMA/ACCA/CA etc).
- Strong understanding of financial instruments, investment processes, and back-office operations.
- Excellent attention to detail and ability to work accurately under tight deadlines.
- Proficient in using financial systems, software, and tools.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Fair understanding of the regulatory framework and internal guidelines.
- Two years of prior work experience in a similar role and experience in investment would be an advantage.
- Strong Proficiency in Windows and Microsoft Office applications (Excel, Word and Power point)
- Previous experience in the Insurance Industry will be an added advantage

An attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email : careerspeoplesinsurance@plc.lk

(Please specify the designation that you wish to apply as the subject of the e-mail)