

Join the Best for a Journey of Excellence

If you are looking for a career that will help you stand tall, join People's Leasing & Finance PLC (PLC) and fulfill or unleash your potential to change your world. PLC is a public quoted company with enduring vision on being a vibrant award winning financial service provider and a superior player in the last 3 decades of non – banking financial service landscape. PLC is spreading its wings across more than 100 Branches island wide.

Whether you want a career that could take you to the top or to be a game changer or simply take you in an exciting new direction, PLC provides opportunities, support and rewards that would push you towards greater heights. Today, people's Leasing & Finance PLC is also a formidable group of 6 subsidiary companies comprising of People's Insurance PLC, People's Leasing Fleet Management Limited, People's Leasing Property Development Limited, People's Micro Commerce Limited and People's Leasing Havelock Properties Ltd and Alliance Finance in Bangladesh. We are also driven by a performance culture with an unmatched level of quality and integrity by ethical business practices. Hence our brand reputation is held in high esteem. Also Company has been rated A(lka):Out look (Stable) by Fitch Ratings Lanka Limited.

Sustainable Finance Department - Staff Assistant

Role Profile

The job holder will be reporting to Head of Sustainable Finance and he/she will responsible for providing administrative and operational support to the Sustainable Finance function, assisting in the implementation of ESG initiatives, reporting requirements, and portfolio monitoring activities.

Key Responsibilities

- Assist in maintaining and updating records related to sustainable finance and ESG projects .
- Support data collection, analysis, and preparation of sustainability reports and presentations.
- Coordinate with internal departments to gather ESG-related information and documentation.
- Provide administrative support in monitoring green and social financing portfolios .
- Ensure proper documentation in line with regulatory and internal compliance requirements.
- Assist in organizing sustainability-related meetings, training sessions, and initiatives.

Candidate Profile

- Passed GCE A/L or Diploma / Part qualification in Finance, Business Administration, or a related field.
- Basic understanding of sustainability / ESG concepts will be an added advantage.
- Proficiency in MS Office (Excel, Word, PowerPoint) .
- Strong organizational and coordination skills.
- Good communication skills in English and Sinhala/Tamil.
- Prior experience in a similar role will be an advantage.

"Successful Candidate will be provided with an attractive remuneration package and fringe benefits commensurate with benchmarked institutions."

Any form of canvassing will be regarded as a disqualification.

Applicants are invited to submit comprehensive curriculum vitae with names of two non – related referees, copies of relevant certificates along with a passport size photograph to the address given below on or before **1st April 2026**.

Application should be sent to:

Head of HR,
People's Leasing & Finance PLC,
No.1161, Maradana Road, Colombo 08.
Web: www.plc.lk | E –mail – careers@plc.lk
We will correspond only with applicants shorts listed for interview.



**PEOPLE'S
LEASING**
සමුද්‍රයේ මුහුණතක් වන්නේ
THE TRUSTED LEADER