

# 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(Ika):Out look ( Stable ) by Fitch Ratings Lanka Limited.

## Operation Officer – Puttalam Branch

### Role Profile

This role responsible for overseeing entire branch operations in the absence of the Branch Manager and Deputy Branch Manager, ensuring smooth workflow, whilst adhering to company policies and proper delegation of duties and promoting superior customer service standards.

### Key Responsibilities

- Oversee entire branch operations in the absence of the Branch Manager and Deputy Branch Manager, ensuring smooth workflow, adherence to company policies and proper delegation of duties among staff.
- Fully comply with the operational guidelines set by the company and continuously be updated on the guidelines and circulars issued by the company.
- Oversee the entire cashiering function to ensure efficient and accurate cash operations.
- Maintain the branch cash float within predetermined insurance coverage limits.
- Supervise the daily banking process, ensuring all cash and cheque deposits are completed accurately and on time.
- Manage the petty cash float responsibly, ensuring compliance with established policies and objectives.
- Verify and ensure the accuracy of daily cash balancing and reconciliation processes.
- Prepare and submit periodic branch performance and financial reports.
- Process and issue supplier payments in a timely and responsible manner.
- Handle and verify financial documents to ensure compliance and accuracy.
- Operate and maintain core banking or accounting systems efficiently.

### Candidate Profile

- A Degree or part/full professional qualification in Finance, Banking, Business Administration, or a related discipline.
- Minimum 02 years' experience in operations within a banking, leasing, or financial services environment.
- Strong understanding of operational risk, compliance standards, and regulatory requirements.
- High level of integrity, professionalism, and attention to detail.
- Well-developed analytical, organizational, and problem-solving capabilities.
- Excellent interpersonal and communication skills with the ability to work in a structured environment.

*"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 23rd July 2026.

### Application should be sent to:

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



**PEOPLE'S  
LEASING**  
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THE TRUSTED LEADER