

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.

SENIOR STAFF OFFICER – HUMAN RESOURCES

Role Profile

Reporting to the Senior Manager – Human Resources, the selected candidate will be responsible for executing and coordinating end-to-end Human Resource operational processes while ensuring compliance with company policies, labour legislation, and regulatory requirements. The incumbent will play a pivotal role in delivering seamless HR services throughout the employee lifecycle while taking ownership of the Company's attendance administration and employee records management.

Key Responsibilities

- Manage the entire Employee Life Cycle, including probation confirmations, redesignations, transfers, resignations, retirements, and exit management.
- Administer and oversee the Company's attendance management process through the HRIS and biometric attendance system, ensuring the accuracy of daily attendance, late arrivals, early departures, absenteeism, shift rosters, overtime, leave records, attendance regularization, and attendance-related approvals in accordance with Company policies.
- Generate and analyze daily, weekly, and monthly attendance reports, monitor attendance trends, resolve attendance discrepancies with Branches and Department Heads, and ensure the timely submission of attendance information for payroll processing.
- Coordinate employee confirmation processes by monitoring probation periods, obtaining performance evaluations, and issuing confirmation letters within stipulated timelines.
- Process employee redesignations, internal transfers, promotions, departmental changes, and other employee movements while ensuring compliance with approved organizational policies and procedures.
- Prepare and issue HR documentation, including appointment letters, confirmation letters, transfer letters, redesignation letters, promotion letters, contract renewals, warning letters, and other employee-related correspondence.
- Maintain and update employee personal files, HRIS records, organizational charts, employee databases, and digital documentation while ensuring confidentiality and data integrity.
- Liaise closely with the Payroll function to ensure the accurate processing of attendance, leave, overtime, employee movements, allowances, salary amendments, and other HR-related transactions.
- Generate HR operational reports, employee movement reports, headcount analysis, attendance reports, HR metrics, and management dashboards to support business decision-making.
- Facilitate employee record audits and support internal, external, and regulatory audits by maintaining complete and accurate HR documentation.
- Identify opportunities to improve HR operational efficiency by streamlining HR processes, enhancing attendance systems, strengthening HRIS functionality, and implementing HR best practices.
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Candidate Profile

- A Bachelor's Degree in Human Resource Management, Business Administration, or a related discipline from a recognized university or Full or part qualification in CIPM, PQHRM, or an equivalent professional HR qualification.
- Minimum 4–6 years of experience in Human Resources Operations, preferably within a Banking, Finance, Leasing, or Financial Services environment.
- Sound knowledge of Sri Lankan Labour Laws, EPF/ETF administration, disciplinary procedures, attendance administration, and HR operational best practices.
- Hands-on experience in HRIS, biometric attendance systems, Microsoft Office applications, and HR reporting.
- Excellent communication, interpersonal, analytical, and organizational skills with strong attention to detail.
- Ability to maintain confidentiality, manage multiple priorities, and work effectively under strict deadlines in a highly regulated 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 **31st 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 | E-mail – careers@plc.lk
We will correspond only with applicants shortlisted for interview.

