Division: Operations
Department: Corporate Asset Operations
Job Grade: Assistant Manager
Deadline: 25th March, 2025

Company Overview
LankaBangla Finance PLC. is a leading financial institution in Bangladesh, committed to delivering innovative financial solutions and exceptional service to our clients. As we continue to grow and enhance our operations, we are seeking a dynamic and experienced individual to join our team to work under Operations Division.

Position Overview:
The Corporate Asset Operations role is responsible for ensuring the seamless execution of asset-related processes, including security documentation, collateral management and regulatory compliance. This position involves preparing, reviewing and executing security, charge and credit documents while processing mortgage and hypothecation charges with due diligence. The role also includes managing facility disbursement, maintaining proper documentation archives and tracking pending exceptions to mitigate risks.

Additionally, the incumbent will be responsible for internal and external reporting, coordinating with branches and stakeholders to facilitate smooth asset operations and ensuring the accuracy of MIS reports and system entries. The ideal candidate should have a strong background in corporate asset operations within a Bank or Financial Institution, with a keen eye for compliance, risk management and operational efficiency.

Job Responsibility:
- Prepare, execute and review security, charge, and credit-related documents, ensuring accuracy and compliance.
- Handle mortgage and hypothecation charges while ensuring due diligence in asset verification.
- Draft and process memos for facility disbursement and implementation, maintaining alignment with organizational policies.
- Generate and manage internal and external reports, ensuring regulatory and operational compliance.
- Maintain proper documentation, manage charge releases and track pending exceptions for timely resolution.
- Liaise with branches and key stakeholders to ensure seamless operations and adherence to policies.
- Prepare and circulate MIS reports periodically or upon request, ensuring accurate data-driven decision-making.
- Ensure timely and accurate data entry into relevant software systems for seamless operational workflow.

Key Qualifications
- Bachelor's degree or a Master's degree (Preferably in Finance).
- Minimum 5+ years in Corporate/Emerging Corporate Asset Operations within a Bank/Financial Institution.
- Strong expertise in security documentation, collateral processing and regulatory compliance.
- Proficiency in financial software, MIS reporting and data management.
- Excellent communication and stakeholder management skills.

- Detail-oriented with the ability to handle multiple tasks efficiently.

What We Offer

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A dynamic and inclusive work environment.
- The chance to make a significant impact in a leading financial institution.

Application Process

Interested candidates are invited to submit their Resume outlining their qualifications and experience in the below mail by 25th March, 2025.

Application to: career@lankabangla.com

Please mention "Corporate Asset Operations" in the subject line.

Lanka Bangla Finance PLC. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.