



Are you ready to step into your future?

Seylan Bank is one of the most progressive and innovative banks in the country with a commitment to serve people from the heart. This is your opportunity to join a dynamic team with the promise of a great career.

Senior Manager- Company Secretariat

Job Responsibilities

- Assist the Company Secretary to organize Board Meetings, Board Sub – committee Meetings, Shareholder General Meetings and any other statutory meetings which are in line with regulatory requirements.
- Formulate meeting agendas, coordinate with the Management on Board papers or presentations for the meeting and ensure that proceedings of the meetings are recorded and minutes are structured and drafted within the set timelines.
- In the absence of the Company Secretary, attend the meetings of Board or Board Sub – committees subject to the instructions of the Chairman of the Board or Chairpersons of the Committees.
- Assist the Company Secretary to maintain confirmed minutes, resolutions and related papers and share extracts of minutes and resolutions with relevant heads of units for implementation of the decisions.
- Assist the Company Secretary to carry out responsibilities specified in the statutes and related directions / rules and regulations and the Articles of Association of the Bank.
- Collection of information (from Board members and management) required for the preparation of reports for the Annual Report, viz. Director's Report, Corporate Governance Report in compliance with SEC / ICASL / CSE / CBSL requirements and ensuring timely publication and dispatch of Annual Reports to the regulators and shareholders.
- Sign departmental correspondence that is routine in nature.
- Assist the Company Secretary and coordinate / assist co-staff with work related to capital issues, viz. additional share issue, dividend issues and debenture issues.

The Person

- Minimum 10 years of experience in Company/Board secretarial work of which 5 years should be in a managerial capacity.
- Should hold membership of the Institute of Chartered Secretaries and Administrators of UK (ACIS/FCIS, UK) or membership of the Institute of Chartered Corporate Secretaries of Sri Lanka (ACCS/FCCS, SL) or be an Attorney-at-Law.
- Working knowledge of corporate and securities law.
- Strong communication skills.

Senior Relationship Manager / Relationship Manager- Corporate Credit

Job Responsibilities

- Develop new corporate relationships while strengthening existing key revenue generating relationships.
- Utilize relationship management skills to achieve financial and non-financial KPIs set which includes 07 core financial KPIs (Advances Book, Deposit Book, NII, Other Income, NPA, Watch list and New to Bank business).
- Contribute towards cross selling opportunities for the bank by providing credible leads to relevant product owners.
- Evaluation and submission of quality credit appraisals and reviews.
- Improve the quality of the portfolio and work along with the business team to implement corporate banking strategies to achieve short and long term objectives.
- Manage a team of credit / operations officers and provide leadership to develop their relationship management skills and achieve their individual job targets and team objectives.
- Contribute to the overall strategy formulation, conducting market and competitor analysis, trade flows and innovative deal structures.
- Keep abreast of current developments and market trends to better identify business opportunities and to grow the portfolio.

The Person

- A minimum of 8 to 10 years experience in Banking/ Finance of which 05 years should be in managing a corporate or commercial banking portfolio.
- Be fully qualified with a suitable academic or a professional qualification in banking and finance.
- Be a target oriented self-starter, exhibiting a high level of initiative.
- Strong relationship management skills coupled with strong analytical skills.
- Effective interpersonal and communicational skills.
- Should be a team player focused on delivering common business goals.
- Good command of English language both verbal as well as written.
- Adequate skill on working on IT applications such as LOS, Kapiti, MS Office etc.

Potential applicants are invited to log on to www.seylan.lk, and upload their profile along with a recent photograph OR email to careers@seylan.lk on or before the 14th of August 2022