

## Manager - Company Secretarial Unit

National Development Bank PLC, being judged as the Best Bank 2022 by the Global Finance of USA, and Euromoney is Sri Lanka's fourth largest listed bank, forging ahead as a dynamic and digitally savvy bank. With over 40 years of experience in providing banking, financial and advisory solutions to a myriad of customers and propelling the nation's economic growth, NDB has emerged as the most awarded corporate in the country. As a custodian of public funds, NDB prides in the strong corporate governance, compliance, risk management and ethics framework within which it operates.

The position holder will be responsible for ensuring regulatory compliance, statutory compliance and corporate governance norms with respect to Board proceedings in the NDB subsidiaries and assist in the company secretarial/ registrar function of NDB. He/ she will be responsible for the following:

### The Job:

- Provide services to the subsidiaries as per the Service Level Agreements in place
- Co-ordinate/conduct all Board & some committee meetings as per regulatory & statutory requirements for the subsidiaries
- Co-ordinate between Board & Executive Management on aspects relating to policies, Board mandates / approvals for implementation and such others
- Assist the Board in ensuring adherence to all applicable disclosure norms
- Assist the Board in ensuring adherence to all corporate governance norms, relating to Board composition, appointments & proceedings and such others as applicable
- Assist the Company Secretary to maintain the shareholder register and facilitate transfers based on change of shareholding as per regulatory & statutory requirements and policy, as applicable
- Attend to shareholder requests with respect to certificates, unclaimed dividends, transmissions of shares and such other aspects relating to shareholders
- Assist the Company Secretary in the regulatory processes relating to on-boarding of directors and Key Management Personnel to NDB and ensure regulatory/internal reporting and monitoring of Related Party Transactions as applicable to NDB
- Ensure confidentiality of the documents and issue of documents to authorized person / organization based on CEO / Board approval, as applicable
- Co-ordinate between Board & Executive Management for preparation of annual report of the Bank and ensure statutory disclosures of the Board and committees
- Ensure adherence to the integrated risk management framework that protects the bank and subsidiaries from all forms of risk – compliance risk, operating risk, reputation risk and such others that would be applicable

### The Person:

The job requires the candidate to possess the following:

- Bachelor's degree in Law or related field and/or equivalent professional qualification
- At least 5 years' experience in company law / as a company secretary amongst other experience
- Maintenance of strict confidentiality
- Excellent stakeholder management
- Ability to pay attention to detail
- Be systematic with good planning and organizing skills
- Excellent verbal and written communication

Please login to <https://www.ndbbank.com/careers> to apply on or before 18<sup>th</sup> June 2023

We will correspond only with the shortlisted applicants

*"We are an equal opportunity employer"*



Vice President, Group Human Resources

Classification: **Internal**

