



HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for over three decades standing by all stakeholders, providing shelter and support in fulfilling the aspirations of Sri Lankans including business community through diversified financial solutions.

The Bank is in the process of chartering into new vistas of development banking.

The HDFC Bank is looking for competent, dynamic & result-oriented individuals with a proven track record to fill the following positions.

ASSISTANT GENERAL MANAGER/CHIEF MANAGER – TREASURY

Depending on the relevant experience of the potential candidates, the Bank reserves the right to place the selected candidate on either position of AGM or Chief Manager Grade.

Key Responsibilities :

- Forecast, manage and mitigate any associated risks within the Bank's Treasury function and set a clear, well-defined treasury strategy that aligns with overall financial forecast of the Bank.
- Formulate strategies and methodologies to attract short term and long term funds for business operations.
- Develop and manage day-to-day treasury operations covering interest rate risks, liquidity management and proper funding arrangements.
- Attract investment opportunities from prospective customers for long term financial benefits.
- Conducting pertinent background research required when making vital decision in relation to corporate finance and furnish with written updates and justifications to the Assets and Liability Committee (ALCO) /Board of Directors.
- Adequately negotiate for funding and investment agreements and handle proper risk management and reporting.
- Provide management information to ALCO to enable them to minimize the maturity mismatches in assets and liabilities and call ALCO meeting regularly to review the current status.
- Analytically develop and implement liquidity risk frame work on proper intervals.
- Development and management of day-to-day treasury operations covering liquidity/cash flow management and proper funding arrangement.
- Should possess knowledge about debt instruments & placements.
- Responsible for managing financial assets and liabilities, ensuring sufficient liquidity, and capitalizing on market opportunities to maximize profitability. Accordingly, responsible for cash and investments, developing and implementing risk management strategies for the relevant area for the entire Treasury operations of the Bank. Exposure in managing Bills and Bonds portfolio is a must.

Eligibility Criteria

- Degree in Financial Management/Accounting from a recognized University.
- Following qualifications will be an added advantage
 - > Fully qualified in ICASL/ACCA/CIMA/CMA.**AND/ OR**
 - > MBA in finance/economics.**AND/ OR**
 - > Qualifications in Treasury Management
- Should have adequate experience in money market operations and negotiating with lending institutions/funding agencies.
 - > For AGM Grade experience minimum 15 years of experience in managing treasury operations out of which 06 years experience in related Senior Managerial position in the Banking or sizable financial institute.
 - > For Chief Manager Grade Over 8 years of experience in managing treasury operations at Senior level position in the Banking or sizable financial institute

COMPANY SECRETARY

Depending on the relevant experience of the potential candidates, the Bank reserves the right to place the selected candidate on either position of Chief Manager Grade or Senior Manager Grade.

Key Responsibilities:

- Convening meetings of Board of Directors and Board Sub-Committees, including adoption of Board Meeting Calendar for each financial year, formulating agendas, collating papers and uploading on the board portal, drafting accurate minutes, timely dissemination of board decision and follow-up of matters arising from meeting resolutions and properly maintain of minutes.
- Coordinates Annual General Meetings/ Extraordinary General Meetings of the Bank as stipulated by law complying with regulatory compliances.
- Preparation of relevant reports needs to be published in the Annual Report in compliance with the regulatory requirements under Central Bank of Sri Lanka, Colombo Stock Exchange & Securities and Exchange Commission of Sri Lanka.
- Perform company secretarial functions in an efficient and effective manner, while ensuring compliance with obligations in respect of stock exchange regulations, Banking Act and corporate governance guidelines or any other law applicable for the area.
- Proper Corporate disclosures to Stock Exchange and attending to shareholder requirements, etc.
- Liaise with the necessary parties concerned to fulfill the regulatory requirements of Central Bank of Sri Lanka, Colombo Stock Exchange, Securities and Exchange Commission of Sri Lanka, Auditors for corporate governance Audit, necessary ministries, etc.
- Maintaining of required documents as stipulated by law, registers, minute books, shareholder information, etc.
- Monitor changes in relevant legislations and the regulatory environment and review, analyze and prepare reports and recommendations on such changes.
- To maintain minutes of the Board and Board sub-committees, Annual General Meetings/Extraordinary General Meetings and deliver minutes to Corporate and other relevant Officers on time and oversee the various governance functions of the Bank. The Company Secretary carries out administrative functions and execute documents on behalf of the Bank.

Eligibility Criteria

- Chartered Secretary
- AND/OR**
- Attorney at law
 - Registered Company Secretary at Registrar of Companies (ROC).
 - For Chief Manager Grade Minimum 10 years post qualifying experience in managerial position at a Bank / financial institution and **Masters or any other similar discipline will be an added qualification.**
 - For Senior Manager Grade Minimum 07 years of post-qualifying experience out of which minimum 5 years in managerial position at a Bank /financial institution and **a postgraduate qualification in a related field would be considered as an added qualification.**
 - Should be well conversant with SEC, CSE rules, Banking Act directions, rules & regulations and other matters relating to the compliance with the regulatory bodies.

Age Limit : Preferably below 55 years.

An attractive remuneration package commensurate with market rates including contributions to Employees' Provident Fund & Employees' Trust Fund.

APPLICATION PROCEDURE

Application forms could be downloaded from the official website of HDFC Bank of Sri Lanka <https://www.hdfc.lk> Applicants are strictly advised to adhere to the prescribed application format and send the duly completed applications with all the required documents to the following address to reach the AGM-Human Resources & Administration by registered post on or before 17.01.2024.

It is required to indicate position applied on the top left hand corner of the envelope.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the posts. Any applications not meeting the required qualifications, received after the deadline or not in the prescribed format, will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the interview will not be appointed under any reason for this post.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only shortlisted candidates will be contacted for the next step of the recruitment process.

Assistant General Manager - Human Resources & Administration

HDFC Bank of Sri Lanka

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