



# Are you ready to climb the ladder of success?

Growth is a combination of hard-working and commitment. That’s why at Seylan Bank we enrich your growth journey with a progressive culture that empowers your potential. With your innovative mindset and determination to succeed, together we can re-shape the future of Banking in Sri Lanka.

## Senior Executive / Assistant Manager / Manager – Company Secretariat

### Job Responsibilities

- Assist the Company Secretary in organizing 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.
- Assist the Company Secretary in the maintenance of 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 in carrying 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 to 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.
- Signing of departmental correspondence of a routine nature.
- Assist the Company Secretary and coordinate / assist co-staff in respect of work related to capital issues, viz. additional share issue, dividend issue and debenture issues.

### The Person

- Minimum 7 – 8 years of experience in Company / Board secretarial work .
- Full or part qualification in Chartered Secretaries and Administrators of UK (ACIS / FCIS, UK) or Chartered Corporate Secretaries of Sri Lanka (ACCS / FCCS, SL) or be an Attorney-at-Law.
- Knowledge on corporate and securities Law.
- Strong Communication Skills.
- Understanding of related statues and regulations.
- Ability to work under pressure and to meet statutory / regulatory deadline.

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR