



Can your courage craft our tomorrows?

Seylan Bank, one of the most progressive banks is looking for a competent and forward thinking professional to steer strategic initiatives and uphold the highest governance standards.

Company Secretary

Job Responsibilities

- 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 minuted and minute books maintained with confirmed minutes and resolutions.
- Carry out responsibilities specified in the statutes and related directions/rules and regulations and the Articles of Association of the Bank.
- Maintain records and registers required by the statutes to be kept by the Company.
- Assist the Board and its' responsibilities for compliance with its Articles of Association and also with overall corporate governance requirements and to ensure compliance with the CBSL Code of Corporate Governance and the CSE/SEC & ICASL Rules on Corporate Governance.
- Preparation of required reports to the Annual Report, viz. Directors' Report, Corporate Governance Report in compliance with SEC/ICASL/CSE/CBSL requirements and ensuring timely publication of Annual Report.
- Attend to work related to capital issued, viz. additional share issues and debenture issues including private placements.
- Attend work related to Dividend Issues.
- Company Secretarial responsibilities for any private companies and Funds which are under the oversight of the bank.
- Coordinate and make necessary arrangements to obtain the required approvals and timely release of financial statements of the Bank viz. Interim (quarterly) Accounts and final Audited Accounts.
- Liaise with the regulators (CBSL, CSE, ROC), outsourced service providers (Managers, Registrars, Trustees to capital issues) for effective execution of the work responsibilities where/when deemed necessary.
- Overall company secretarial services of the Bank.

The Person

- A Minimum of 12-15 years of experience in Company Secretarial work, including at least 05 years of experience in Senior Managerial capacity.
- Membership (Associate or Fellow) of the Institute of Charted Secretaries and Administrators of UK (ACIS/FCIS, UK) / Membership (Associate or Fellow) of the Institute of the Chartered Secretaries of Sri Lanka (ACCS/FCCS, SL) or a Bachelor's degree in Law (LLB) with Attorney-at-Law qualification and be a Registered Company Secretary with the Registrar of Companies (ROC).
- Strong communication, empathy and listening skills coupled with coordinating /organizing and team building abilities.
- Working knowledge of corporate and securities law.

If you fulfill the above criteria, we invite you to email your CV to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.

011 200 88 88 | www.seylan.lk

 **SEYLAN**