

# ASSOCIATE MANAGER - COMPANY SECRETARIAL UNIT

The Job Holder is responsible to assist the Company Secretary of the Bank with Board related work, Board meetings, shareholder meetings, secretarial, administrative work and duties related to the Company Secretary & operations of the Company Secretarial Unit (CSU). The Job Holder may be required to function as the company secretary to subsidiary companies of the Bank and carry out all subsidiary board related work.

## THE JOB

- Attend board/board subcommittee meetings as the Company Secretary of subsidiary companies or as assistant to the Company Secretary of the Bank and record Minutes of the proceedings
- Coordinate with board directors, scheduling meetings, preparing agendas and business of board/subcommittee meetings as advised by the Chair of a board/subcommittee.
- Ensure confidentiality of all Board proceedings & documents are maintained
- Co-ordinate between Board & Executive Management on aspects relating to policies, Board mandates /approvals for implementation and such others
- Assist the Company Secretary of the Bank in work relating to the Annual Report / dividend declarations /share issuances etc in line with applicable laws and regulations.
- Maintain Statutory registers of the Bank/its subsidiaries
- Carry out/assist in the Registrar function of the Bank/its shareholders (including work relating to Transmissions, Private Transfers, Name/NIC/address changes, Dividend Instructions and Powers of Attorney etc pertaining to shareholders)
- Assist the Company Secretary of the Bank in managing director disclosures relating to the Bank (as per relevant regulations) and facilitating same at subsidiary boards.
- Assisting in work related to related party disclosures/information/transactions to facilitate adherence to applicable regulations
- Handle correspondence related to Board of Directors (BoD), assist in BoD queries, managing BoD related calendar with advice of Company Secretary of the Bank
- Provide administrative and secretarial support for CSU and relevant Committees, Boards, assignments and projects pertaining to the Bank and its subsidiaries
- Establish, organize, and assure maintenance of paper and computer records management/file systems as per regulatory/policy requirements
- Identify & implement cost optimization initiatives for CSU
- To ensure safe-keep of all critical documents of the bank & subsidiaries since inception
- Maintain zero-tolerance approach to regulatory breaches and ensure adherence to all internal and external audit findings
- To be up-to-date on all applicable regulatory & statutory requirements
- Assist and support the Company Secretary of the Bank in maintaining digital and hard copy reports of information / documentation as per regulatory/ statutory/policy requirements to facilitate audits and examinations

## THE PERSON

- Attorney-at-law or Chartered Secretary
- Ideally, 05 - 07 years of relevant experience is preferred
- Excellent proficiency in Microsoft Office applications
- Excellent command of English and Sinhala (Both written and verbal)
- Proficiency in Tamil will be considered an added advantage
- Strong analytical and problem-solving skills
- Excellent interpersonal skills and strong team player with a results driven approach
- Ability to work collaboratively and independently
- Attention to detail and being able to handle multiple tasks simultaneously

Position is at Associate Manager Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 19th February 2026.

We will correspond only with the shortlisted applicants.

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"We are an equal opportunity Employer"

