

# ELEVATE YOUR **SPIRIT** **GROW YOUR** **CAREER**

## Manager – Company Secretariat

### **KEY RESPONSIBILITIES :**

- Support the Company Secretary in the effective and efficient provision of secretariat services to the Board and its sub-committees
- Assist in preparing agendas, coordinating the production of papers and minutes, maintaining records, and ensuring effective follow-through on all action points
- Handle sensitive and confidential documentation, including financial reports, with utmost discretion
- Support the Company Secretary in fulfilling statutory responsibilities, adhering to relevant regulations, and ensuring compliance with the Bank's Articles of Association, Banking Act and CSE Listing Rules
- Liaise with stakeholders and ensure compliance with regulatory requirements
- Lodge statutory forms with the Registrar of Companies as required

### **EXPERIENCE & QUALIFICATIONS :**

- Attorney-at-Law or a fully qualified Chartered Secretary
- Minimum of 4-5 years of experience in Company/Board Secretarial work
- In depth understanding of the Companies Act No. 07 of 2007, Banking Act and Directions issued thereunder, Securities and Exchange Commission Rules and Colombo Stock Exchange Rules
- Strong verbal and written communication skills in English and high computer literacy
- Must demonstrate attention to detail and the ability to meet statutory deadlines under pressure
- Excellent planning, organizing, and coordination skills, with the ability to work independently

Interested candidates are invited to forward their CVs to [career@cargillsbank.com](mailto:career@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **10<sup>th</sup> April 2026**.

Head of Human Resources

Cargills Bank PLC,

No. 696, Galle Road, Colombo 03. Tel. 011 7 640 640



Fitch Rating A(Ika)

[www.cargillsbank.com](http://www.cargillsbank.com)     

Cargills Bank PLC is a licensed commercial bank supervised by the Central Bank of Sri Lanka

