ASSISTANT MANAGER - COMPANY SECRETARY DEPARTMENT

JOIN THE MOST RESPECTED BANK

Where your career grows, your work creates impact, and you become your best self.

Job Description :

- Independently draft and finalize Board and Board Committee Minutes, Resolutions, and Extracts under the direction of the Company Secretary.
- Assist in monitoring Statutory, Regulatory, and Corporate Governance requirements, including preparing periodic Compliance Reports and maintaining accurate UBO and Related Party Registers.
- Review and draft Policies, Charters, Terms of Reference, Internal Circulars, and Corporate Disclosures in line with applicable regulations and internal policies.

Who we're looking for :

- Attorney-at-Law or an Associate/Graduate Member of the Chartered Governance Institute (UK and Ireland), or Associate/Graduate Member of the Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL).
- Must be a registered Company Secretary with a minimum of three years of experience in a similar Company Secretarial capacity in a recognized financial institution or a corporate.
- Experience with BoardPAC or similar Board management software.



APPLY THROUGH OUR CORPORATE WEBSITE

www.combank.lk ▶ Careers ▶ Open Positions ▶ Assistant Manager - Company Secretary Department

More Growth. More Purpose. More You.

COMMERCIAL BANK

Gazette.lk AMBITIONS REALIZED