



WE ARE HIRING

PMF Finance PLC (PMF) is a fast-growing non-bank financial institution in Sri Lanka which was incorporated on 26th January 1983 and has been operating within the Sri Lankan Finance industry for over the past 4 decades as a licensed finance company under the finance business Act No. 42 of 2011. With the capital infusion by our majority shareholder **Sterling Capital Investments (Private) Limited**, PMF Finance has embarked on a new transformational journey towards rapid growth.

COMPANY SECRETARY

Job Profile

- Organizing and effectively serving Board meetings, Board Sub Committee meetings & Shareholder General Meetings and any other statutory meetings which are in line with regulatory requirements
- Formulating Meeting Agendas and Coordinate with the Management on Board papers and ensure that the proceedings of the meetings are recorded and drafted and circulated within the set timelines.
- Be responsible ensuring the company's compliance with the directions of the Central Bank of Sri Lanka (CBSL), provisions of the Companies Act, and the listing rules of the Colombo Stock Exchange (CSE) and Securities and Exchange Commission (SEC) regulations, as well as other relevant rules and regulations applicable to a Finance Company.
- Monitoring Corporate Registers of the Company and continually reviewing Developments in Corporate Governance and Laying in Place.
- Maintaining the all statutory registers and the Confirmed Minutes books/ resolutions / related papers and share extracts of the minutes/ Resolution when and required by the management.
- Procedures Required for Commercial Reasons and Ensuring that Procedures are in Place.
- Ensure the maintenance of accurate and up-to-date information while meeting all statutory filing obligations.
- Signing Documents or Records of Proceedings which Required Authentications by the Company.
- Giving Corporate Advice to the Top Management of the Company.

Person's Profile

- Experience in Company/ Board Secretarial works related to listed Companies preferably in Banking/Finance industry
- Qualified in Chartered Secretaries Administrators of UK (ACIS/FCIS, UK) or Chartered Corporate Secretaries of Sri Lanka (Graduate, ACCS/FCCS, SL) or Attorney at Law
- Registered as Company Secretary with the Registrar of companies
- Proficiency in both English and Sinhalese languages, as well as a strong command of MS Office/Excel and related software, including familiarity with utilizing the e-Roc system & Board PAC systems are essential requirements for this role.
- Demonstrating professionalism, integrity, and discretion in handling confidential and sensitive information is of utmost importance.
- Good Knowledge of Corporate Laws and Regulations and Requirements of Registrar of Companies.

Remuneration and rewards commensurate with qualifications, experience and competencies await those with ambition, motivation and the willingness to perform.

Forward your detailed CV with two non-related referees and a recent photograph within **7 days** of this advertisement to careers@pmf.lk with the **post applied given in the subject field**.

We are an equal opportunity employer. Canvassing in any form will result in disqualification. Correspondence will only be with the short-listed candidates.

PMF Finance PLC

Your Trusted Path-Maker

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🌐 www.pmf.lk