

Apply Today!



Assistant Company Secretary (Manager Grade)

“SDB Bank, a licensed specialized bank regulated by the Central Bank of Sri Lanka with a network of 94 branches across the island. We've transformed into a progressive and innovative institution, ranked among the top banks in Sri Lanka. At SDB Bank, we are committed to making a tangible impact at all levels, driving socio-economic progress by fostering strong community connections. Become part of our journey and contribute to shaping a brighter future for Sri Lanka.”

We are on the lookout for an experienced professional with a passion for corporate governance and a wealth of knowledge in Company Law.

Position Overview :

As the Assistant Company Secretary, you will play a pivotal role in providing administrative support and guidance to the Bank's Board of Directors in the routine management of the Bank including compliance with legal and statutory requirements. This role involves sharing legal responsibilities with the directors for the duties stipulated by the Companies' Act.

Candidate Profile :

- Minimum of 8 years of experience, including at least 5 years in company secretarial role within the banking or financial sector.
- An Attorney at Law, Chartered Accountant or equivalent professional qualification with a secretarial license, or a Chartered Secretary.
- An MBA / Membership of the Institute of Chartered Corporate Secretaries will be an added advantage.
- Extensive knowledge of the Companies Act, CSE and SEC regulations, along with a strong awareness of Central Bank regulations and guidelines.
- Age preferably below 40 years.
- Strong interpersonal skills & attention to detail.
- Fluency in English with excellent report writing skills.
- Excellent time management, multitasking, and organizational skills.
- Proven ability to work independently while demonstrating initiative and responsibility.
- IT literacy.

An attractive remuneration package commensurate with experience and fringe benefits on par with the industry standards is available for the right person. Interested candidates are invited to submit their curriculum vitae within 14 days of this advertisement to careers@sdb.lk mentioning the position in the subject line of the email. Kindly note that only shortlisted candidates will be contacted.