

Who are we

AMW capital Leasing and Finance PLC is a finance company registered under the Central Bank of Sri Lanka and a subsidiary company of AMW Group which is a leading corporate entity in Sri Lanka and the sole distributor for several world-renowned automobiles and related brands, under the umbrella of Al-Futtaim Group, Dubai UAE.

AMW capital Leasing is spread across the country with a network of 21 branches and is in the process of expanding its network. Our focus is to employ and engage diverse individuals who aspire to grow with us in a financial entity that offers unlimited career potential in a multinational environment.

Overview of the role

The Company Secretary is responsible for ensuring governance compliance and facilitating effective board operations. Duties include overseeing director appointments, advising on regulatory matters, and managing shareholder relations. This role requires strong organizational skills and a keen understanding of corporate governance principles.

What you will do

- that the complies with its governing documents, statutory and regulatory requirements relevant to the business.
- information access for board and committee members to enhance decision-making.
- and filter board papers to ensure alignment with governance standards.
- in implementing corporate strategies and ensuring effective communication.
- as a primary contact for shareholders and governance advisers.
- board and committee meetings, agenda formulation, and document management.
- with other departments for preparation and circulation of board papers.
- and distribute annual reports, interim statements, and regulatory filings.
- stakeholder communications and compliance with share register maintenance.

What equips you for the role

- of ICCSSL with 6-8 years of work experience in managing and performing Company secretarial function.
- knowledge of the company secretarial requirements of a Non- Banking Financial Institution (NBFI) including both regulatory (e.g. CBSL, SEC etc.) and standard requirements.
- Master's degree from a reputed Institution / university will be as added advantage.
- of Corporate Laws and Regulations and requirements of Registrar of Companies.

Required skills to be successful

- interpersonal & leadership skills.
- meets strict deadlines.
- communication skills and negotiation skills.
- management.
- management.
- organizing and presentation skills.

If you believe you're a good fit for the position described above, please send your CV to AMW.careerswithus@amwlt.com within 14 days of this advertisement.