



## Ready to take the next step in leadership?

At Seylan, we help everyone unlock their best potential. As a part of our team, we can pave your path forward, to secure your place among the future bankers of our country.

### Assistant Manager-Company Secretariat

#### Job Responsibilities

- Assist in organizing Board meetings, Board Sub-committee meetings, Shareholders' General Meetings and any other statutory meetings in line with regulatory requirements.
- Prepare meeting agendas, coordinate with the management on board papers or presentations and ensure that proceedings of the meetings are recorded and minutes are structured and drafted within the set timelines.
- Maintain confirmed minutes, resolutions and related papers and share extracts of minutes and resolutions with relevant heads of units for implementation of the decisions.
- Handle governance related work with Banking Act Directions issued by Central Bank of Sri Lanka and Listing Rules of the Colombo Stock Exchange.
- Assist the Company Secretary in carrying out responsibilities specified in the statutes and related directions / rules and regulations and the Articles of Association of the Bank.
- Collect information from Board members and management for the preparation of reports to the Annual Report, viz. Director's Report, Corporate Governance Report in compliance with SEC / ICASL / CSE / CBSL requirements and ensuring timely publication and dispatch of Annual Reports to the regulators and shareholders.
- Handle routine departmental correspondence and documentation.
- Assist the Company Secretary and coordinate with co-staff in respect of work related to capital issues, viz. additional share issue, dividend issue and debenture issues

#### The Person

- Minimum 7 years of experience in Company / Board secretarial work within the banking or financial services sector.
- Full or part qualification in Chartered Secretaries and Administrators of UK (ACIS / FCIS, UK) or Chartered Corporate Secretaries of Sri Lanka (ACCS / FCCS, SL) or be an Attorney-at-Law.
- Knowledge on corporate and securities Law.
- Strong Communication Skills.
- Understanding of related statutes and regulations.
- Ability to work under pressure and to meet statutory / regulatory deadline.

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement. Only the shortlisted candidates will be contacted by Seylan HR