



SENIOR MANAGER COMPANY SECRETARIAT

The Job

- Assist the Company Secretary in organizing Board Meetings, Board Sub – committee Meetings, Shareholder General Meetings and any other statutory meetings which are in line with regulatory requirements.
- Formulate meeting agendas, coordinate with the management on Board papers or presentations for the meeting and ensure that proceedings of the meetings are recorded and minutes are structured and drafted within the set timelines.
- In the absence of the Company Secretary / attend the meetings of Board or Board Sub – committees subject to the instructions of the Chairman of the Board or Chairpersons of the Committees.
- Assist the Company Secretary in the maintenance of confirmed minutes, resolutions and related papers and share extracts of minutes and resolutions with relevant heads of units for implementation of the decisions.
- 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.
- Collection of information (from Board members and management) required 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.
- Signing of departmental correspondence of a routine nature.
- Assist the Company Secretary and coordinate / assist co-staff in respect of work related to capital issues, viz. additional share issue, dividend issue and debenture issues.

The Person

- Minimum 8 - 10 years of experience in Company/Board secretarial work of which 5 years in a managerial capacity.
- Should hold membership of the Institute of Chartered Secretaries and Administrators of UK (ACIS/FCIS, UK) or membership of the Institute of Chartered Corporate Secretaries of Sri Lanka (ACCS/FCCS, SL) or be an Attorney-at-Law.
- Working knowledge on corporate and securities law.
- Strong communication skills.

Applicants are invited to log on to www.seylan.lk and upload the updated CV along with a recently taken photograph or forward the CV to careers@seylan.lk within 07 days of this advertisement.

**Deputy General Manager – Human Resources
Seylan Bank PLC**



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Brand Finance Rating : "A+", Fitch Rating: A-(lka), Co.Reg. No : PQ9

v Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

SEYLAN
BANK PLC

The bank with a heart