

BUILD YOUR CAREER WITH CARGILLS BANK



Assistant Manager - Company Secretarial Department

KEY RESPONSIBILITIES

- ✓ Assist the Company Secretary in organizing Board Meetings, Sub-Committee Meetings and Shareholder meetings in line with Regulatory requirements
- ✓ Assist the Company Secretary in carrying out responsibilities specified in statutes and related directions, regulations and the Articles of Association of the Bank
- ✓ Assist the Company Secretary in ensuring compliance with the Listing Rules of the Colombo Stock Exchange and the other regulatory requirements
- ✓ Assist the Company Secretary and coordinate work related to capital raising viz. additional share issues, dividend issues and debenture issues
- ✓ Collection of information required from Board members and Corporate Management for the preparation of the Annual Report e.g. Directors Report, Committee Reports, Corporate Governance Report etc. in line with regulatory requirements and timely dispatch of the Annual Report to shareholders and regulators
- ✓ Lodging statutory forms with the Registrar of Companies where relevant
- ✓ Dealing with shareholder queries and correspondence

EXPERIENCE & QUALIFICATIONS

- ✓ Minimum of 7-8 years of experience in Company/Board Secretarial work
- ✓ Full or part qualification in Chartered Corporate Secretaries of Sri Lanka or an Attorney-at-Law
- ✓ Conversant with SEC, CSE Rules and Companies Act
- ✓ Knowledge of the provisions of the Banking Act and Directions would be an added advantage
- ✓ Strong communication skills in the English language and computer literacy
- ✓ Excellent planning, organizing and coordination skills

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **25th September 2023**.

Head of Human Resources

Cargills Bank Limited

No. 696, Galle Road, Colombo 03.

Log in to: www.cargillsbank.com

