



# Can your courage craft our tomorrows?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Senior Manager/ Manager – Company Secretarial

### Job Responsibilities

- Assist the Company Secretary in organizing Board Meetings, Board Sub – committee Meetings, Shareholder 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 maintaining records of 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.
- 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, banking and securities law.
- Strong communication skills.

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