

# Assistant Company Secretary

SDB Bank, a licensed specialized bank regulated by the Central Bank of Sri Lanka with a network of 94 branches across the island. We've transformed into a progressive and innovative institution, ranked among the top banks in Sri Lanka. At SDB Bank, we are committed to making a tangible impact at all levels, driving socio-economic progress by fostering strong community connections. Become part of our journey and contribute to shaping a brighter future for Sri Lanka.

We are on the lookout for an experienced legal professional with a passion for corporate governance and a wealth of knowledge in Company Law, CSE regulations, SEC regulations, and Central Bank guidelines.

## **Position: Assistant Company Secretary**

### **Position Overview:**

As the Assistant Company Secretary, you will play a pivotal role in ensuring our organization's compliance with legal and regulatory requirements, maintaining the highest standards of corporate governance. Your key responsibilities will include providing legal guidance on company law and other relevant regulations, facilitating effective communication between the Board of Directors and Shareholders, and cultivating and maintaining positive investor relationships.

### **Candidate Profile:**

- A minimum of 05 years of secretarial experience, including at least 1 year in a managerial role.
- An Attorney at law, Chartered Accountant or equivalent professional qualification with a Secretarial license or a Chartered Secretary.
- Extensive knowledge of Companies' Act, CSE, and SEC regulations.
- Awareness of Central Bank regulations and guidelines.
- Strong interpersonal skills to effectively engage with stakeholders.
- Excellent report writing and organizational skills.
- Computer literacy for efficient performance.
- Fluency in English with exceptional writing skills.
- Ability to work independently, demonstrating initiative and responsibility.

An attractive remuneration package commensurate with experience and fringe benefits on par with the industry standards is available for the right person. Interested candidates are invited to submit their curriculum vitae within 07 days of this advertisement to [careers@sdb.lk](mailto:careers@sdb.lk) mentioning the position in the subject line of the email. Kindly note that only shortlisted candidates will be contacted.