



We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

We are looking for bright minds to help us create a world of happy experiences.

ASSISTANT COMPANY SECRETARY

Job Profile

The Assistant Company Secretary's role is to ensure that the Bank adheres to legal and regulatory requirements while supporting effective corporate governance and maintaining corporate records, facilitating board and board sub-committee meetings and managing shareholder communications.

Key Responsibilities

- Assist the Company Secretary and ensuring that the Bank complies with its constitutional/legal obligations, including statutory filings, board meetings, and adherence to relevant laws and regulations.
- Providing assistance and coordinating board, board sub committee meetings, annual general meetings and extraordinary general meetings including preparation of agendas, maintaining records of minutes and ensuring timely distribution of materials
- Stay updated on regulatory changes and ensure that the Bank operates within the legal parameters, including maintaining corporate records and filings.
- Assist with communication and engagement with shareholders, including managing shareholder registers and responding to inquiries.
- Assisting in payment of dividends, debenture issues and ESOPs.
- Support in identifying, assessing, and managing risks related to corporate governance and compliance.
- Assist in the maintenance of statutory registers, drafting resolutions, and ensuring that the Bank policies and procedures are followed.
- Maintain accurate and up-to-date corporate records, including minutes, resolutions, and legal documents.
- Performing other duties and responsibilities as assigned by the Company Secretary and Board of Directors of the Bank.

Academic / Professional Qualifications

- Must be an Attorney-at-Law and Chartered Corporate Secretary
- Should possess the practicing certificate issued by the Registrar of Companies (ROC).
- Preferably an Associate member of the Institute of Chartered Secretaries and Administrators of UK.
- A Master's Degree in Law (LLM)/ Business Management (MBA) will be an added advantage.

Skills and Capabilities

- Ability to meticulously maintain records and documents whilst, ensuring accuracy and compliance with regulations.
- Effective written and verbal communication skills and ability to work independently with minimal supervision.
- The capacity to manage multiple tasks simultaneously, prioritize effectively, and meet strict deadlines.
- Adopt in analyzing complex information, identifying potential issues, propose solutions to ensure compliance and mitigate risks.
- A solid understanding on company law, corporate governance principles, and regulatory requirements for interpreting and implementing relevant regulations.
- As a custodian of sensitive corporate information, maintaining confidentiality, acting with integrity and be diplomatic in carrying out tasks.
- Collaborating effectively with middle management and above across departments and supporting the Bank's broader objectives.
- Being flexible and adaptable to changes in regulations, Bank needs, and industry dynamics.
- Positive attitude and attention to detail.

Work Experience

- Minimum of 3 years' experience in a similar capacity (work-related experience preferably in a Licensed Commercial Bank or a reputed Company Secretarial firm/Company)
- Previous experience in using BoardPac system.
- Demonstrable board room experience

Interested candidates are invited to apply for the position

All applications must reach us by:

6th August 2024

APPLY VIA XPRESSJOBS

