

BUILD YOUR CAREER WITH US!

Sarvodaya Development Finance PLC is the first development finance company in Sri Lanka. We are committed to provide financial solutions for the development of the most needed rural communities of the nation and committed to provide finance solutions to domestic industries, SMEs and Agricultural sector through our 51 branches spread over the island covering all districts.

The following position is created for a dynamic, result oriented, proactive individual with proven track records who wishes to join with our growing workforce.



Company Secretary

Job profile

- Organising Board meetings, Board sub-committee meetings, shareholder meetings and recording accurate meeting minutes.
- Performing Board administrative tasks, preparing Board meeting agendas and Board resolutions.
- Attending all statutory requirements specified under the Companies Act including maintaining statutory books of the Company.
- Liaising with the Registrar of companies, Central Bank of Sri Lanka, CSE, SEC and other regulators ensuring conformity with listing rules and regulatory requirements related to corporate governance.
- Independently dealing with correspondence and ensuring the decisions made by the Board of Directors are communicated to the relevant company hierarchy.
- Maintaining the highest level of professionalism, integrity and work ethics in all business activities.

Candidate profile

- The ideal candidate should be a registered Company Secretary either a Chartered Company Secretary or Attorney- at-law.
- Should possess at-least two years of experience in a similar position, exposure to Company secretarial functions of Listed Companies.
- Sound knowledge in Companies Act, Listing rules, Directions of Central Bank of Sri Lanka and other statutory requirements.
- Proficiency in both written and oral English, demonstrate excellent communication skills and fair knowledge in ICT.

Age Limit: below 50 years

The successful candidate will be provided with an attractive remuneration package commensurate with industry standards.

How to Apply:

Interested candidates are invited to email their resumes with contact details of two non-related referees to careers@sdf.lk indicating the post applied for in the subject line within 14 days of this advertisement.



Manager Human Resources

Sarvodaya Development Finance PLC

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