

# JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

## Deputy Company Secretary

### JOB PROFILE

- Assist the Company Secretary to manage day-to-day secretarial functions and duties
- Ability to liaise effectively with regulatory bodies, shareholders, and other stakeholders
- Reliable Board Meeting and Board Committee Management Skills, including responsibilities such as preparing meeting agendas, drafting minutes, drafting Board papers and Special Resolutions and maintaining action minutes to ensure effective follow-up and accountability
- Oversee and handle share transfers and transmissions
- Take initiatives for the successful coordination of the Annual General Meetings and Extraordinary General Meetings of the Bank
- Administrate company secretarial functions in an efficient and effective manner while ensuring compliance with obligations in respect of stock exchange regulations, company law and corporate governance guidelines
- Assist in managing company secretarial functions for subsidiaries of the Bank
- Assist in implementing, monitoring, and overseeing the corporate governance processes at the Bank, including tracking related party transactions, directors' interests, and potential conflicts of interest
- Draft and review charters, terms of reference, and policies within the purview of the Company Secretary Department, ensuring alignment with prevailing regulatory standards and the Bank's internal policies
- Engage effectively with regulatory bodies, shareholders, and other stakeholders to ensure transparency and compliance

### APPLICANT'S PROFILE

- Be an Attorney-at-Law or Associate Member of the Chartered Governance Institute (UK and Ireland) or an Associate Member of the Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL)
- Should be a registered Company Secretary
- Five (5) years experience in a similar capacity in a recognized institution
- Familiarity with secretarial software, such as BoardPac
- Demonstrate strong commitment to work and an eye for detail
- Have team leadership experience, with the ability to mentor and develop junior staff
- Excellent communication skills in the English Language and computer literacy
- Excellent planning, organizing and coordinating skills
- Conversant with SEC, CSE Rules, Banking Act Directions and Companies Act will be essential
- Preferably below 45 years of age
- Ability to maintain the highest standards of confidentiality and integrity when handling sensitive corporate information

Successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

**Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.**

**To apply, please visit,**

[www.combank.lk](http://www.combank.lk)



Careers



Open Positions



Deputy Company Secretary

 **COMMERCIAL BANK**