

ENTER THE REWARDING WORLD OF INSURANCE!

Our client, a member of the largest financial services group in Sri Lanka has achieved benchmark industry standards with record breaking results and a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of purpose-driven dynamic professionals who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of a

BOARD SECRETARY

Responsibilities

- Provide a service to all Members of the Board and support the Chairman in all aspects of his / her job.
- Compilation and management of relevant company files (Articles of Incorporation, regulations, share register, minutes, monthly reports and annual report, etc.)
- Compilation and periodic update of meetings folder for board meetings, containing all the necessary documents enabling members of the board to effectively carry out their duties.
- Assist with the preparation and amendment of organizational regulations, allocation of authority documents, corporate governance and risk management guidelines.
- Preparation of invitations to board meetings and the AGM, in consultation with the chairman of the board.
- Taking minutes at board meetings, the AGM and other meetings on the request of the chairman (such as committee meetings, strategy meetings, etc.) and delivery of final minutes to all individuals on the distribution list.
- Application for registration of changes and deletions in the commercial register.
- Informing members of the board on any changes in legislation or law, as necessary and helpful for the board's ability to exercise their duties.
- Assist in the set up and support of legal management (drafting of contracts, review of contracts, terms and conditions) to the extent required by the board of directors.
- Legal advice and support in areas of corporate law, employment law, contract law and intellectual property, to the extent required by the board of directors.
- Ensure all rules and bylaws of the organization are adhered to by the board during meetings and the implementation of board decisions.
- Provide personal administrative support to board members as and when needed.
- The secretary may also be authorized to receive legal notices on behalf of the organization.

Applicants should possess the following:

- Attorney-at-Law, preferably with an LLB Degree awarded by a recognized university/institute.
- Strong organizational and time management skills to meet deadlines
- 10 years post qualifying experience preferably as Attorney at Law of which at least 05 years' experience as Board Secretary in an Insurance / Financial institute.
- Knowledge of corporate governance and compliance
- Fluent in English language and possess excellent writing, note taking, transcription, and computer literacy (MS Office) skills
- Age between 35-45.

An attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

Only those who possess the above qualifications should apply.

Please forward your complete resume in PDF format with contact details of two non-related referees and an indication of your current salary to mslr1@slt.net.lk within 10 days of this advertisement quoting MSL Reference No.7788 in the subject line of your e-mail.