



DO YOU HAVE THE ABILITY TO POWER OUR TEAM?

We are a subsidiary of Sri Lanka's leading private commercial bank HNB PLC, and a leader in the finance industry with an immaculate record of over 23 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 79 Branches spread across the Island. We are ranked among the top 100 most valuable consumer brands in Sri Lanka by Brand Finance.

In view of our growth expectations, we seek a highly motivated, dynamic and result oriented professional to join our organization.

Assistant Company Secretary

Job responsibilities

- To maintain the Board and Sub Committee Minutes
- Arranging the meeting and drafting minutes within the specified turn-around times
- Assist with the timely submission of Forms and disclosures and other documents
- Maintain statutory records and registers
- Liaise with the Registrar of Companies, Colombo Stock Exchange and CBSL and ensure regulatory compliance
- Maintain the day to day operational documents of the Company Secretaries Office
- Liaise with relevant department Heads and following up on the secretarial matters
- Assist with the compilation and preparation of Annual Reports and other reports.

Person's Profile

- Attorney at law with 3-5 years of experience
- Knowledge of the company law and related rules/regulations applicable to the secretarial practice.
- Good work ethic and willingness to work with dedication
- Preferably age below 30 years
- Fluency in spoken and written in English and Sinhala
- Computer literacy with ability to work in a fully computerized working environment
- Self-motivator who can work with minimum supervision

If you are willing to take up the challenge, email your CV to hr2@hnbfinance.lk along with the details of two non-related referees indicating the post applied for in the subject line.

Chief Human Resources Officer

HNB FINANCE PLC

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Email: hr2@hnbfinance.lk

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