



COMPANY SECRETARY

ABANS FINANCE PLC

Abans Finance PLC is a member of the prestigious Abans Group, a household name in Sri Lanka. With assets over Rs. 13 billion, we are one of the most innovative finance companies in Sri Lanka. The company's principal lines of business include finance leasing, vehicle loans, mortgage loans, Gold Loans and acceptance of fixed and savings deposits. The company currently operates across the island and is further backed by over four hundred Abans PLC outlets island wide. The long-term credit rating of Abans Finance PLC is 'A-(lka)'/ Stable by Fitch rating Lanka Limited which stands as a testament to the successful journey of the company and its strong backing of the parent company. A Abans Finance PLC is seeking a dynamic, result-oriented individual to be a part of its' winning team.

➤ Contract Type: One Year Fixed-Term

KEY RESPONSIBILITIES

- Arrange all management/general meetings and preparation of agendas, recording minutes and such minutes of the Board meetings shall be recorded in sufficient details so that it is possible to ascertain whether the Board acted with due care and prudence in performing its duties.
- Preparation of meeting minutes and agenda in the event chairperson has delegated carrying out such function & provide support and liaising with Board of Directors and other board sub committees.
- Ensure compliance to all applicable laws and regulations, especially the Central Bank of Sri Lanka and corporate governance practices & monitoring changes in relevant legislation and the regulatory environment and taking appropriate action.
- Maintaining all relevant documentations pertaining to legal and statutory requirements of the company
- Liaise with external regulators and advisors: Stock exchange, CBSL, Registrar General of Companies
- Maintaining statutory books, including registers of members, directors, secretaries and shareholders
- Advise and guide management on the statutory and regulatory responsibilities.

KEY REQUIREMENTS

- An Attorney at Law/member of the Institute of Chartered Accountants of Sri Lanka/ Association of Chartered Secretaries and Administrators of Sri Lanka/ Chartered Institute of Management Accountants or person who is member of an Association or Institute approved by the Minister, which provides a course in Company Law or Company Secretarial Practice
- Should have minimum 5 years of post – qualification company secretarial work experience.
- Sound knowledge of Companies Act, Central Bank regulations for Finance Companies and other relevant statutes and regulations.
- Excellent minute and report writing skills.
- Integrity and discretion in handling confidential matters.
- Flexible working hours can be arranged.

The above position offers excellent career prospects and opportunities for further progression together with internal & external training. An attractive negotiable remuneration package in keeping with experience and industry norms is on offer.

Please forward your resume to careers@abansfinance.lk or by post to Head of Human Resources, Abans Finance PLC, No. 456, R. A. De Mel Mawatha, Colombo 03 with contact details of two non-related referees **indicating the post applied for** in the subject line within 10 days of this advertisement.