

Seize the **Golden** Opportunity



Shape Your Future with Siyapatha

As a leading player in Sri Lanka's Non-Bank Financial Institutions sector and the largest subsidiary of Sampath Bank, Siyapatha Finance offers exciting opportunities for growth and innovation. If you're driven, dynamic, and ready to make an impact, we invite you to be part of our winning team.

ASSISTANT COMPANY SECRETARY

The Job

- Assist in organizing Board and Board Committee meetings, including preparation of agendas and papers.
- Maintain statutory registers and ensure compliance with Companies Act, CBSL regulations, and internal governance policies.
- Support in preparation and submission of regulatory filings and disclosures.
- Coordinate with Directors and Senior Management on corporate governance matters.
- Maintain proper custody of company records and confidential documents.

The Person

- More than three (3) years' experience in a similar role, preferably within the Banking or NBFi sector.
- Bachelor of Laws (LL.B.) degree or a Bachelor's Degree / professional qualification in Law, Business Administration, Finance, or a related discipline.
- Part qualification in ICSA / CG (Sri Lanka) or Company Secretary qualification will be an added advantage.
- Sound knowledge of corporate governance principles and regulatory compliance requirements.
- Strong communication, coordination, and documentation skills.
- Demonstrated high level of integrity and ability to maintain confidentiality.

We offer above the market package
& fringe benefits



Apply
Now!



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Siyapatha Finance

(Finance Company of Sampath Bank Group)

Siyapatha Finance PLC is the fully owned largest subsidiary of Sampath Bank PLC

A finance Company licensed by the monetary board of the Central Bank of Sri Lanka under the finance business act No. 42 of 2011