



VACANCIES

The Securities and Exchange Commission of Sri Lanka (SEC) is responsible for the regulation and enablement of a fair, orderly, efficient, and transparent Capital Market and ensuring professional and good governance standards in the industry.

The SEC is looking for suitably qualified, self-motivated team players with integrity, self-discipline, ethical conduct, ability to maintain confidentiality and strong interpersonal skills to fill the following positions at the Commission.

Assistant Director - Corporate Affairs

The Role:

The Assistant Director - Corporate Affairs would be responsible for monitoring the timely submission of reports and compliance by the listed companies of the SEC Act and its Rules and Regulations, Listing Rules of the CSE and the Sri Lanka Accounting Standards. The job involves making policy recommendations, monitoring of listed companies as well as new listing, de-listing and all regulatory and relevant affairs of a listed body corporate. The Assistant Director - Corporate Affairs will report to Director - Corporate Affairs.

Skills and Competencies:

- Be articulate, analytical, and decisive with excellent people's skills.
- Understanding stakeholder needs and balancing same with organizational demands.
- Extremely high on initiative, proactive and highly self-motivated.
- Excellent interpersonal skills with good verbal and written communication skills.
- Exposure in an Audit firm would be a definite advantage.
- Possess strong public relations skills.
- Digitally literate
- Negotiating and presentation skills will be a distinct advantage.

Qualifications:

- Bachelor's degree from a recognized University in Finance, Commerce or Business Administration
- Member of the Institute of Chartered Accountants of Sri Lanka or an equivalent professional accounting qualification.
- A Class and Master or Postgraduate qualification will be an added advantage.
- Possess a proven track record of at least 8 years of experience at senior managerial/ managerial level in corporate finance, financial or management accounting, risk or audit and assurance.
- Thorough knowledge of Sri Lanka Financial Reporting Standards (SLFRS) and its application is essential.
- Exposure to corporate finance, legal and regulatory affairs will be an added advantage.

Assistant Director - Finance and Administration

The Role:

The Assistant Director - Finance and Administration serves as a strategic thought partner and hands-on leader responsible for overseeing the financial and administrative functions of the Securities and Exchange Commission of Sri Lanka (SEC). This role encompasses financial management, administrative oversight, and ensuring compliance with relevant regulations and guidelines. The individual will play a pivotal role in maintaining financial integrity, optimizing operational efficiency, and fostering a conducive work environment. The Assistant Director - Finance and Administration will report to Director - Finance and Administration.

General responsibilities will include, but not be limited to the following.

Finance:

- Provide leadership and oversight for all financial management areas, including payments, financial reporting, taxation and budgeting.
- Implement and enforce strict internal control measures and ensure financial integrity.
- Safeguard financial assets and mitigate risks.
- Manage day-to-day cash flow and cash management activities.
- Oversee procurement processes, asset management, and compliance with government procurement guidelines.
- Lead investment strategies and cash management initiatives.

Administration:

- Cultivate a pleasant and productive work environment within the SEC.
- Provide comprehensive administrative support to all staff members.
- Collaborate with facility management vendors to maintain operational efficiency.
- Conduct contract negotiations and price discussions with office vendors and service providers.
- Strategize and plan for long and short-term maintenance needs of the institution.
- Manage various office management functions to ensure smooth operations.

Skills and Competencies:

- Be articulate, analytical, and decisive with excellent people's skills.
- Understanding stakeholder needs and balancing same with organizational demands.
- Extremely high on initiative, proactive and highly self-motivated.
- Excellent interpersonal skills with good verbal and written communication skills.
- Digitally literate.
- Strong collaborative skills to work effectively with cross-functional teams.

Qualifications:

- Bachelor's degree in Finance or Accountancy from a recognized University
- Member of the Institute of Chartered Accountants of Sri Lanka or an equivalent professional accounting qualification.
- A Class and Master or Postgraduate qualification will be an added advantage.
- Possess a proven track record of at least 8 years of experience at senior managerial/ managerial level in finance and administration functions.
- Exposure to public sector organizations is advantageous.

Candidates should be aged between 30 and 50 years. The upper age limit will not be applicable to internal applicants or candidates from government sector organizations.

Please apply with names and contact details of two non-related referees indicating the position on the top left-hand corner of the envelop to reach the following address by registered post or email your curriculum vitae to recruitments@sec.gov.lk on or before **20th May 2024**.

**The Director General
Securities and Exchange Commission of Sri Lanka
Level 29, East Tower, World Trade Center
Echelon Square, Colombo 1
Website: www.sec.gov.lk**

The selection will be by way of an interview and only the shortlisted candidates would be contacted. Canvassing in any form will be a disqualification.