

Join the Best for a Journey of Excellence

If you are looking for a career that will help you stand tall, join People's Leasing & Finance PLC (PLC) and Fulfill or Unleash Your Potential to Change Your World. PLC is a public quoted company with enduring vision on being a vibrant award winning financial service provider and a superior player in the last 3 decades of non – banking financial service landscape. PLC is spreading its wings across more than 100 Branches island wide.

Whether you want a career that could take you to the top or to be a game changer or simply take you in an exciting new direction, PLC provides opportunities, support and rewards that would push you towards greater heights. Today, people's Leasing & Finance PLC is also a formidable group of 6 subsidiary companies comprising of People's Insurance PLC, People's Leasing Fleet Management Limited, People's Leasing Property Development Limited, People's Micro Commerce Limited and People's Leasing Havelock Properties Ltd and Alliance Finance in Bangladesh. We are also driven by a performance culture with an unmatched level of quality and integrity by ethical business practices. Hence our brand reputation is held in high esteem. Also Company has been rated A(Ika):Out look (Stable) by Fitch Ratings Lanka Limited.

Vacancy in Company Secretary Department –Executive / Junior Executive

Role Profile

The holder will report to the Company Secretary and will be responsible for ensuring adherence to statutory and regulatory frameworks while facilitating efficient Board and Committee operations in accordance with best governance practices.

Key Responsibilities

- Support the Company Secretary in ensuring full compliance with the Companies Act, regulatory requirements, and corporate governance frameworks
- Coordinate Board and Board Committee meetings, including the preparation of high-quality agendas and board minutes.
- Maintain and update statutory registers, records, and filings with relevant regulatory authorities in a timely and accurate manner
- Facilitate effective communication between the Board, senior management, and external stakeholders
- Assist in implementing governance best practices and strengthening the corporate governance framework
- Ensure strict confidentiality and integrity in handling sensitive corporate information

Candidate Profile

- Part qualification in Company Secretarial practice (ICSL / ICASL or equivalent professional body)
- Minimum 2–3 years' experience in a similar role, preferably within a financial services or regulated environment
- Strong working knowledge of the Companies Act and corporate governance requirements in Sri Lanka
- Exceptional written and verbal communication skills with strong attention to detail
- Strong attention to detail and ability to maintain confidentiality
- Proficiency in MS Office and documentation management

"Successful Candidate will be provided with an attractive remuneration package and fringe benefits commensurate with benchmarked institutions."

Any form of canvassing will be regarded as a disqualification

Applicants are invited to submit comprehensive curriculum vitae with names of two non – related referees, copies of relevant certificates along with a passport size photograph to the address given below on or before 27th March 2026.

Application should be sent to:

Head of HR,
People's Leasing & Finance PLC,
No.1161, Maradana Road, Colombo 08.
Web: www.plc.lk | E –mail – careers@plc.lk
We will correspond only with applicants shorts listed for interview.

