

# 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.

## Staff Assistant – Company Secretariat

### Role Profile

Reporting to the Company Secretary, the selected candidate will be responsible for supporting the Company's corporate governance framework and ensuring compliance with statutory, regulatory, and corporate secretarial requirements. The role involves providing efficient administrative and secretarial support to the Company Secretary while maintaining the highest standards of confidentiality, accuracy, and professionalism.

### Key Responsibilities

- Assist in organizing Board of Directors, Board Committee meetings, including preparation of meeting notices, agendas, board papers, and meeting packs.
- Prepare draft minutes of Board and Committee meetings, resolutions, and other corporate secretarial documents for review.
- Maintain statutory registers, minute books, company records, and other corporate documents in compliance with the Companies Act and regulatory requirements.
- Prepare and submit statutory returns, regulatory filings, and corporate documentation within prescribed timelines.
- Coordinate with internal departments to obtain information required for Board papers, regulatory submissions, and governance reporting.
- Assist in the preparation and coordination of the Annual General Meeting (AGM) and other related meetings.
- Ensure the proper custody and administration of the Company meetings Seal and maintain accurate records of its usage.
- Maintain both physical and electronic filing systems for corporate records and confidential documents.
- Liaise with regulators, external auditors, legal advisers, and other stakeholders on matters relating to corporate secretarial functions.
- Assist in preparing governance reports, Board performance documentation, and other reports required by senior management and regulators.
- Provide administrative and secretarial support to the Company Secretary in the day-to-day management of the department.
- Handle confidential information with the highest level of integrity, professionalism, and discretion.
- Assisting the Company Secretary to register documents at the Registrar of Companies and Intellectual Property Office.
- Perform any other duties assigned by the Company Secretary or Senior Management in support of the Company's governance and compliance objectives.

### Candidate Profile

- G.C.E O/L or Advanced Level Examination.
- 2-3 years of working experience in a Company Secretariat, Legal or Corporate Governance function will be preferred.
- Basic knowledge of the Companies Act No. 07 of 2007 and corporate governance principles will be an advantage.
- Excellent written and verbal communication skills in English and Sinhala.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
- Ability to handle confidential information with professionalism and integrity.

*"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 **24<sup>th</sup> August 2026**.

### Application should be sent to:

Head of HR,  
People's Leasing & Finance PLC,  
No.1161, Maradana Road, Colombo 08.  
Web: [www.plc.lk](http://www.plc.lk) | E-mail – [careers@plc.lk](mailto:careers@plc.lk)  
We will correspond only with applicants shortlisted for interview.