



The Securities and Exchange Commission of Sri Lanka (SEC) is responsible for the creation and maintenance of a fair, orderly, efficient and transparent capital market while ensuring professional standards.

The SEC is looking for a dynamic, resilient, self-motivated team player with integrity and positive work attitude for the following position in the Finance and Administration Department.

Director Finance and Administration

The Role :

The Director Finance and Administration is a strategic thought partner and hands on participative leader responsible for the financial and administrative functions of the Securities and Exchange Commission of Sri Lanka. He/She would be responsible for the payments, financial reporting, budgeting, tax compliance, investments and procurement of the organization. The person will ensure that there are effective internal control systems in place and is also responsible for managing the administrative function of the SEC.

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

Finance :

- Provide leadership and support for all financial management areas including payments, financial reporting systems and procedures.
- Ensure financial integrity and accountability and maintain internal controls.
- Oversee day-to-day cash flow management.
- Manage procurement, upkeep and tracking of assets, including proper documentation of the procurement in compliance with the government procurement guidelines.
- Investment and cash management.

Administration :

- Support the SEC to create and maintain a pleasant working environment.
- Provide general administrative support to the staff of the organization.
- Liaise with facility management vendors.
- Manage contract and price negotiations with office vendors and service providers.
- Plan long and short-term maintenance needs of the organization.
- Other office management functions.

Skills and Competencies :

- Understanding and anticipating 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 a public sector organization would be a definite advantage.

Qualifications :

- A Bachelor's Degree in Finance/Accounting from a recognized University or a member of a recognized professional accounting body.
- A Class and a Master's Degree would be considered as an added qualification.
- Age between 35 - 55 years.
- At least 2 – 3 years experience in a similar capacity with 10 years of senior managerial and/or managerial experience in Finance and Administration.

Please apply with names and contact details of two non-related referees, indicating the position on the top left hand corner of the envelope to reach the following address by registered post or e-mail your curriculum vitae to the recruitments@sec.gov.lk on or before 10th November 2021.

**The Director General
Securities and Exchange Commission of Sri Lanka
Level 29, East Tower, World Trade Centre
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.