

SENIOR PRINCIPAL OFFICER, BOARD SECRETARIAT

ROLE:

Job Location: Head Office

Reports to: Company Secretary

Division: Board Secretariat

KEY RESPONSIBILITIES:

- Monthly, quarterly and yearly reporting to all regulatory bodies, including -
 - Bangladesh Bank,
 - Bangladesh Securities and Exchange Commission,
 - Dhaka Stock Exchange; and
 - CDS operations of Central Depository Bangladesh Limited
- Arrange General Meetings, Board & Sub Committee Meetings
- Prepare meeting related papers & presentations
- Maintain correspondence with shareholders

EDUCATIONAL REQUIREMENTS

- Graduation/Post Graduation with good academic background, preferably from Public Universities & English Medium background
- Candidates who are enrolled in/completed Chartered Secretaries from the Institute of Chartered Secretaries of Bangladesh will get preference
- Must have good command over English (both writing & speaking)

EXPERIENCE REQUIREMENTS

- Minimum 04-06 years of experience working in similar role
- Candidates with experience from Banks & NBFIs will get preference

United Finance Ltd. is an equal-opportunity employer.

Interested candidates are encouraged to Apply by logging in to Bdjobs.com through this link – <https://jobs.bdjobs.com/jobdetails.asp?id=1079572&ln=1&JobKeyword=united%20finance>

Application Deadline: September 28, 2022