



# Rakna Arakshaka Lanka Ltd

(Affiliated to the Ministry of Defence)

## Immediate Vacancies

Rakna Arakshaka Lanka Limited is a Government Company affiliated to the Ministry of Defence and engaged in the provision of professional Security Service Locally & Internationally. We are looking for a dynamic result oriented individual for the posts of Director – Finance and Legal Officer cum Company Secretary.

### Director Finance – 01 Post

#### Required Skills and Experience

- Minimum of 10 years' post qualifying experience in the relevant field to the Post, after obtaining the first degree.
- Full Membership of a recognized professional/ Chartered Institution, professional Association or equivalent in a related field to the post (CA/ACCA/CIMA).
- Have thorough knowledge of Financial Reporting.
- High level of problem solving and analytical skills.
- Ability to plan and handle multiple tasks.
- Ability to lead the team to achieve tasks.

#### Key Responsibilities

- Accountable for all Financial and Accounting activities of the Company.
- Planning the Annual Budget and drive the business on budgetary goals of the Company.
- Preparation of Monthly Annual Financial Statements and Reporting to the Board of Directors.
- Cash flow forecasting and cash flow management.
- Preparation of various types of reports to the board.
- Oversee the Taxation and meeting statutory requirement of the Company.
- Liaison with Auditors, Bankers, Customers and Suppliers.
- EPF/ETF deductions handling

### Legal Officer cum Company Secretary

#### Required Skills and Experience

- Should be an Attorney-at-Law with Notary License to practice in Sinhala & English in Colombo District and Registered Company Secretary.
- Having LL.B/LL.M Degree from recognized University would be added advantageous.
- 02 Years or more previous experience in the Corporate Sector.
- Should possess a good command of English, both oral and written and should be computer literate.
- Age should be less than 45 years.
- Ability to prepare all kinds of Notarial deeds and Commercial agreements.
- Ability to advise management on Labor Matters.
- Ability to engage in other relates matters pertaining to the above positions.
- Excellent Communications Skills in both spoken and written English/Sinhala.
- Ability to work with minimum supervision

#### Key Responsibilities

- Drafting, reviewing, analyzing and negotiating variety of commercial contracts and agreements.
- Attending to Litigation Matters, Labor Matters on behalf of the Company.
- Conducting Board Meetings and attending to all company secretarial matters and notarial works of the Company
- Attending to all Company Trademark registrations and Intellectual Property matters
- Submit the board papers to the Board of Directors of the Company

#### Salary Negotiable

Please forward your comprehensive resume to [ajith@rall.lk](mailto:ajith@rall.lk) or to the following address along with names of two non-related referees. Please mention the post applied for on the top left corner of the envelope and send us your resume within 07 days of this advertisement.

Chairman / Chief Executive Officer,

Rakna Arakshaka Lanka Ltd,

No.143/A, Kirulapone Avenue, Colombo 05.