

Job Title: Associate, Company Secretariat

Reports To: Company Secretary

Job Summary: The Associate will support the Company Secretary in the effectiveness of the Board, provide company secretarial services, and support the compliance function.

Job Responsibilities

The resource person will be responsible for but not be limited to the following:

Statutory Obligations, Registers and Records, Meetings

1. Support in ensuring that all statutory books prescribed are maintained and statutory returns are prepared and promptly filed at the Corporate Affairs Commission
2. Provide support in advising the Board and Management on compliance with applicable laws and regulations.
3. Assist in monitoring compliance with relevant shareholders agreements, board charter, operating policies, and terms of reference.
4. Ensuring that adequate facilities are in place to ensure that all meeting participants can take part without hitches and interruptions.
5. Maintaining accurate, up-to-date, organized and appropriately cataloged electronic and physical records of all company secretariat-related matters.
6. Ensuring that Notices of shareholder, board and committee meetings, and board papers are sent out in a timely fashion, accurate minutes of meetings are taken, and appropriate records are maintained.
7. Support in coordinating post-meeting deliverables with the Company Secretary (execution of preceding board minutes, matters arising, resolutions, etc. in accordance with agreed timelines and service levels).

Compliance

1. Support in designing, implementing, and administering KYC/client identification policies and procedures, and ensuring compliance with AML/CFT legislations.
2. Developing and overseeing systems that ensure compliance with operating policies, applicable codes, legal, statutory and contractual requirements.
3. Administering and implementing all aspects of the Company's Compliance Policy.
4. Proactively ensuring compliance with applicable statutes, regulatory rules and regulation and monitoring changes in relevant legislation and the regulatory environment, and taking appropriate action, including briefing the team.
5. Reviewing, drafting and updating operating policies, and coordinating review of such policies by external consultants.
6. Ensuring the good standing of InfraCredit with regulatory authorities.
7. Ensuring compliance with contractual obligations and covenants entered into with capital providers.

8. Coordinating the conditions precedent satisfaction process for guarantee transactions.
9. Coordinating post-closing/post-offer compliance and monitoring client compliance with guarantee document covenants in partnership with the Risk Department.
10. Overseeing the maintenance of up-to-date legal records, transaction files/documents and conducting periodic audits.

Qualification and Experience

1. Bachelors' degree qualification in Law. ICSA qualification will be an advantage.
2. 3 – 4 years of relevant experience and proven experience in a secretarial role in a reputable legal or financial institution/investment bank.
3. Strong knowledge of company law and strong attention to detail.
4. Very strong alignment with InfraCredit's core value system - Innovation, Passion, Integrity and Collaboration.
5. A self-starter with strong organizational skills and the ability to manage time effectively in a fast-paced environment.
6. Good communication skills, with an ability to engage effectively with contacts, investors, regulators, consultants, etc.