

VACANCY FOR:

ASSISTANT COMPANY SECRETARY

REPORTS TO:

General Counsel and the Chief Executive Officer

JOB SUMMARY:

The Assistant will support the Company Secretary in the effectiveness of the Board, provide company secretarial services, and support the compliance function.

JOB OVERVIEW:

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



RESPONSIBILITIES

Statutory Obligations, Registers and Records, Meetings

- Support in ensuring that all statutory books prescribed are maintained and statutory returns are prepared and promptly filed at the Corporate Affairs Commission
- Provide support in advising the Board and Management on compliance with applicable laws and regulations.
- Ensuring that adequate facilities are in place to ensure that all meeting participants can take part without hitches and interruptions.
- Maintaining accurate, up-to-date, organized and appropriately cataloged electronic and physical records of all company secretariat-related matters.

- 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.
- 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

- Support in designing, implementing, and administering KYC/client identification policies and procedures, and ensuring compliance with AML/CFT legislations.
- Developing and overseeing systems that ensure compliance with operating policies, applicable codes, legal, statutory and contractual requirements.
- Administering and implementing all aspects of the Company's Compliance Policy.
- 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.
- Reviewing, drafting and updating operating policies, and coordinating review of such policies by external consultants .
- Ensuring the good standing of InfraCredit with regulatory authorities.
- Ensuring compliance with contractual obligations and covenants entered into with capital providers.
- Coordinating the conditions precedent satisfaction process for guarantee transactions.

- Coordinating post-closing/post-offer compliance and monitoring client compliance with guarantee document covenants in partnership with the Risk Department.
- Overseeing the maintenance of up-to-date legal records, transaction files/documents and conducting periodic audits.



QUALIFICATION AND EXPERIENCE

Candidates for the role should possess the following qualifications:

1. Bachelor's degree qualification in Law. ICSA qualification will be an advantage.
2. 7 – 10 years of relevant experience and proven experience in a secretarial role in a reputable legal or financial institution/investment bank.
3. In-depth knowledge of company law and strong attention to detail.
4. Solid 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.



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