

ASSISTANT COMPANY SECRETARY

TITLE: Assistant Company Secretary	REPORTS TO: Company Secretary
FUNCTION: Head Office	COMPANY: Delta Property
LOCATION: Bryanston	
JOB CODE:	

Other reports to: CEO, CFO	Direct reports: none
-----------------------------------	-----------------------------

Role Purpose

The role of the Assistant company Secretary is supporting the board and committees, including minute writing and agenda management advisors and to be aware of changes in company secretarial and Board practices as well as the latest regulations and policies, to ensure that governance and best practices are continually applied in the execution of the duties of the function.

Role Requirement

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
Secretarial	<ul style="list-style-type: none"> Prepare agendas, board packs and papers for board meetings, committees and annual general meetings (AGMs), take minutes and follow up on action points. Draft resolutions, and lodge required forms and annual returns. Ensure policies are kept up to date and approved by the committee Maintain statutory books, including registers of members, directors and secretaries Monitor changes in relevant legislation and the regulatory environment Liaise with external regulators and advisers, such as lawyers and auditors Develop and oversee the systems that ensure the company complies with all applicable codes Oversee PR relating to aspects of financial management Ensure correct compliance with Companies Act: <ul style="list-style-type: none"> Registering – changes to Directors, Secretaries, Addresses, Share Transactions, Share Allotments, Striking Off applications. Lodge all statutory forms with Registrar of Companies where relevant Assist with coordination of Statutory Accounts for trading companies Prepare Minutes and Board Packs Finance Administration Assist with management of statutory information held within Company Secretary Software Dealing with ad hoc queries from external or internal clients.

External Stakeholders	Internal Stakeholders
<ul style="list-style-type: none"> Board of Directors. 	<ul style="list-style-type: none"> All departments
Competencies and Person Specification (Knowledge, skills, and attributes)	
Interpersonal Skills / Key Attributes	Technical / Professional Expertise
<ul style="list-style-type: none"> Exceptional communication skills (Written and verbal) across all occupational levels internally and externally. Exceptional interpersonal, self-confident, strong negotiator capable of influencing people, (internally and externally). 	<ul style="list-style-type: none"> Able to quickly adapt to shifting demands. Honestly and integrity. Motivated, organised, detail-oriented and professional. Exceptional analytical and critical thinking skills. Commitment to working within parameters. Orientation towards growing and nurturing relationships
Qualifications	
<ul style="list-style-type: none"> Degree in Law or a relevant field A Chartered Institute of Secretaries (CIS) qualification will be an advantage. 	
Experience	
<ul style="list-style-type: none"> 3-5 years senior managerial experience Proven track record in overseeing and leading corporate governance initiatives within a corporate environment Knowledge of regulatory requirements of a publicly listed company i.e., financial requirements, corporate governance, JSE listing requirements, company secretary principles, practices, and procedures. 	
Leadership Competency Requirements	

ORGANISATIONAL/REPORTING STRUCTURE

[Type here]