



Company Secretary Job Description

A **Company Secretary** plays a crucial role in corporate governance and legal compliance.

The **Company Secretary** acts as a bridge between the company's board of directors, shareholders, and management team. Their responsibilities involve:

1. Corporate Governance Management:

- Ensuring compliance with regulations, laws, and corporate governance standards.
- Advising the board on governance best practices and implementing them within the organization.
- Keeping the board informed about legal and regulatory changes that impact the company.

2. Board Support and Administration:

- Organizing and facilitating board meetings, including preparing agendas, minutes, and resolutions.
- Coordinating communication between board members and ensuring timely dissemination of information.
- Maintaining accurate records of board decisions and actions.

3. Legal Compliance:

- Ensuring adherence to the Corporations Act (or relevant legislation) and common law.
- Keeping company details up-to-date, including company registers, filings, and documentation.
- Managing statutory obligations such as annual reports, financial statements, and other filings.

4. Financial Oversight:

- Collaborating with finance and accounting teams to maintain accurate financial records.
- Assisting in financial reporting and ensuring compliance with accounting standards.

- Monitoring financial obligations and ensuring timely payments.

5. Risk Management:

- Identifying legal and regulatory risks that may impact the company.
- Advising the board on risk mitigation strategies.
- Implementing internal controls and compliance procedures.

6. Corporate Secretariat:

- Managing the company's secretarial functions, including maintaining registers, records, and filings.
- Coordinating with external legal counsel, auditors, and regulatory authorities.
- Supporting the board in fulfilling its fiduciary duties.

7. Ethics and Integrity:

- Upholding ethical standards and promoting a culture of integrity within the organization.
- Ensuring transparency and accountability in all corporate dealings.

Qualifications and Skills:

- A qualified Company Secretary typically holds relevant certifications (e.g., AICD).
- Strong knowledge of corporate law, governance, and regulatory requirements.
- Excellent communication, organizational, and interpersonal skills.
- Attention to detail and ability to manage multiple tasks efficiently.

Remember that the specific duties and obligations of a Company Secretary may vary based on the size, industry, and complexity of the organization. However, the role remains critical in maintaining effective corporate governance and legal compliance.

For more information, you can refer to the [Australian Institute of Company Directors website](#).