

## **Company Secretary BMAF Services Ltd**

**Background:** Although the formal title is Company Secretary, the vast majority of tasks done by this role, are outside the scope of the formal role description and are general administration.

**Anticipated Time Commitment:**

8 hours per week on average

### **Role description**

#### Company Secretary

- Administer the Monthly Management Meetings
- Complete Legal Filings etc annually, in conjunction with the company accountant.
- Provide detailed analysis of Annual Accounts to BMAF and responds to queries.
- Provision of Management Information & Forecasts
- Set up and oversee BMAF Services contracts and other financial arrangements are in line with Company Guidelines and all necessary diligence in line with audit requirements.

#### General Administration

- Maintain good interactions with BMAF Treasurer
- Manage payees and Bank payment approvals as account signatory.
- Support for Discipline Secretaries with respect to competition planning and draft budgets, purchasing and contract/agreements, event profit and loss accounts, Event summaries etc. working with other team members as necessary.
- General Business Support to BMAF and BMAF Services as required.

### **Qualifications and Experience**

To be successful in this role you should have:

- Some financial knowledge and the ability to manipulate numbers within Excel or similar.
- Good organisational and planning skills
- Good administration skills
- Good interpersonal and negotiation skills
- The ability to work with a range of individuals on a range of events throughout the year.

**14 August 2021**