

## Company Secretary BMAF Ltd

### Anticipated Time Commitment:

1 hour per week on average

### Role description

#### Company Secretary

- Advise directors and members of the Executive on corporate governance matters.
- Provide legal, financial and/or strategic advice during and outside of meetings.
- Keep up to date with regulatory or statutory changes and policies that might affect the organisation.
- 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.
- Ensure that policies are up to date and are approved.
- Communicate with external professionals involved in corporate governance, such as auditors.
- Complete Legal Filings etc annually, in conjunction with the company accountant.

### Qualifications and Experience

To be successful in this role you should have:

- Legal and financial knowledge.
- Good interpersonal and negotiation skills

28 October 2022