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COPPERLEAF	COMPANY SECRETARIAL AND COMPLIANCE MANAGER
Position	<p>The role of the Company Secretarial and Compliance Manager encompasses various responsibilities,</p> <ul style="list-style-type: none"> • To provide governance and secretarial services to the allocated portfolios of subsidiary companies' boards, board committees and management committees. • To provide advice, support and guidance to committee members on governance matters, ensuring effective and efficient functioning of all boards and committees by adopting an appropriate standard of governance. • To ensure compliance with the applicable statutory, regulatory and corporate governance requirements for board and management committees • Adopt the Company's Governance operating model and apply internally agreed work practices and standards for board and committee secretarial services which include forward planning of a meeting programme for boards and committees. • Advise Board and Committees on Governance Directives and the impact on the legal entity. • Apply understanding and expertise to steer and guide the decisions, reporting, deliverables and relationships for respective portfolio/s. • Drafting agreements, policies, etc • Facilitate training sessions;
Responsibilities of Company Secretary will include but not limited to:	<ul style="list-style-type: none"> • Ensure compliance with all the statutory provisions in line with Section 88 of the Companies Act 71 of 2008 ("the Companies Act"), the Company's Memorandum of Incorporation, the POPIA Act and related legislation • Ensure compliance with the Legal Practice Act • Assist with proper administration of directors, shareholders, trustee and committee meetings and that proper minutes are kept • Provide guidance to directors regarding their duties, responsibilities, and powers with particular reference to Section 268 G (b) of the Companies Act, dealing with the requirement to ensure that directors act ethically and comply with their fiduciary duties.

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	<ul style="list-style-type: none"> • Assist with the compilation of BBBEE information • Draft board and shareholder resolutions • Determine the annual board plan, setting up timetables and deadlines for all shareholder, board, committee, and trustee meetings • Being a central source of guidance and providing advice on corporate governance to the executive committee, the board, and the shareholders • Maintain company share registers, dealing with transfers and other matters affecting shareholdings • Ensure the smooth administration of the registered office, including the receipt, co-ordination and distribution of official correspondence received by the company at its registered office • Compile and distribute Board and Committee meeting packs • Maintain and ensure effective record keeping of legal documents and company policies • Assist with external audit requirements, FICA and POPIA requests • Attend board and committee meetings • Ensure effective information flows between the Board, shareholders, and the Executive Committee • General assistance to the HOD; and • Other ad hoc duties as assigned by the HOD <p>AML / FICA Compliance</p> <ul style="list-style-type: none"> • Perform an oversight role over the FICA Compliance Officer in • respect of the onboarding of clients • Submit risk returns to the FIC on a regular basis; • Conduct AML / FICA research; Interpret and apply AML legislation • and regulations; • AML onboarding induction training: Develop fit-for-purpose training • material and facilitate AML induction training.
<p>Functional knowledge, qualifications, skills,</p>	<p>Knowledge and skills</p> <ul style="list-style-type: none"> • An understanding of the different entity types (e.g. companies, trusts, state-owned entities, etc), how they

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<p>experience and personal attributes required:</p>	<p>operate, and general governance;</p> <ul style="list-style-type: none"> ● Good understanding of MOIs and Shareholders agreements, etc; ● General company secretarial experience is essential (e.g. attend to filings at CIPC, maintain share registers, etc); ● Company law knowledge and exposure is essential; ● Drafting experience is essential (e.g. policies, procedures, committee mandates, agreements, etc); ● Exposure to BBBEE compliance requirements; ● Knowledge of the Legal Practice Act is advantageous; ● Knowledge of anti-bribery and corruption is advantageous; ● A basic understanding of occupational health and safety is advantageous; ● Compliance exposure is advantageous;
<p>Experience and Qualifications</p>	<ul style="list-style-type: none"> ● LLB Degree. ● An admitted attorney with between 4 - 6 years company secretarial experience at a reputable company ● Experience as in-house legal counsel will be advantageous ● Previous management of a team is preferable ● CGISA / Chartered Secretary qualification or studying toward same essential ● FICA / AML knowledge and/or experience is beneficial, but not a requirement ● In addition to the above, qualifications in the following will be advantageous, but not essential ● Anti-money laundering certificate; ● Post-Graduate Diploma in Compliance or Certificate in Compliance; Governance
<p>Skills Required</p>	<p><u>Technical Competencies:</u></p> <ul style="list-style-type: none"> ● Business Administration Skills ● Compliance ● Meeting Logistics <p><u>Behavioural Competencies:</u></p> <ul style="list-style-type: none"> ● Articulating Information ● Checking Details ● Documenting Facts ● Exploring Possibilities ● Managing Tasks ● Meeting Timescales ● Providing Insights

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	<ul style="list-style-type: none"> • Resolving Conflict • Showing Composure • Team Working • Understanding People • Upholding Standards • Good presentation skills • Ability to maintain constructive working relationships • Attention to detail, • Good time management and problem-solving skills and able to work under pressure • Strong communication skills (verbal and written) • Strong team player • Ability to train others
Term	FTC : 12 Months with an option to renew
Remuneration	Market-related
Reports to	Board/General Manager
Application Deadline	31 st May 2024
Starting Date	Immediately
Email CV to	careers@copper-leaf.co.za

If you meet these qualifications and are ready to contribute to the success of our estate, we invite you to apply with your resume and introductory cover letter indicating why you should be considered for this position.

If you have not heard any response from us within two weeks after the closing date, please consider your application unsuccessful.