

## JOB DESCRIPTION

### Designation

Company Secretary – Singapore

### About the company

Spade Consulting is global corporate finance and strategic advisory firm headquartered in Singapore working on strategic planning, corporate strategy, growth strategy, market research, financial restructuring, investor relations and valuations. The focus of the firm is to help clients grow their business by solving their core business issues powered by insights derived from a fact-based, structured problem solving approach.

The mission of the company is to bring out the best for each business, through a flexible and personalized client experience. The value proposition is that it helps clients implement the recommended strategic course.

### Job Purpose:

The incumbent is primarily responsible for providing company secretarial assistance and support to the clients and ensure that the corporate governance directives and guidelines are adhered to. Your portfolio includes maintaining statutory books, organising, preparing agendas and taking minutes of quarterly board meetings.

### Key Responsibilities:

- To implement & execute the accounting and reporting process as per the financial management and accounting policies by:
  - i. Providing full spectrum of company secretarial and administration duties to our client entities to ensure compliance with corporate governance and local statutory rules
  - ii. Organizing & running board meetings, preparing board packs and minutes / resolutions
  - iii. Managing relationships with our clients and other related service providers, including auditors, law firms, bankers, custodians, and brokers
  - iv. Maintaining statutory filings and ensuring proper statutory records
  - v. Providing coaching & guidance to the team and clients on corporate secretarial / governance matters
  - vi. Performing due diligence on the clients with regular review
  - vii. Have a passion for the business, be interested and able to comment on relevant developments in Singapore
  
- To complete any other duties allocated by the management

Spade Consulting Pte. Ltd.

- Level 28, The Gateway East, 152 Beach Road, Singapore 189721 • [www.spadeconsult.com](http://www.spadeconsult.com) •



**Education/Professional qualifications:**

- Possess ICSA qualification/ Equivalent or currently pursuing the ICSA course,
- At least 2 years relevant experience in professional firms providing corporate secretarial services,
- Familiar with ACRA Biz-filing requirements,
- Good organising & coordinating skills,
- Good command of spoken & written English.

**The Requisites:**

- Quality, Timeliness and responsiveness is the major quality needed.
- Learning attitude and aptitude with excel in number skills.
- Demonstrates an intellectual and professional leadership style that supports that attainment of respect and credibility by others.
- Independent and resourceful. Able to work under pressure to meet deadlines.
- Organizational and communication skills.
- Ability to establish and maintain positive working relationships.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- Has a personal commitment to organizational excellence; displays honesty, integrity and a strong sense of ethics in all decision and actions.
- Is resilient; remains calm and thoughtful under conditions of stress.

Remuneration will be commensurate with qualifications and working experience.

Qualified and interested candidates should email their resume to [info@spadeconsult.com](mailto:info@spadeconsult.com).