



SKILLS & QUALITIES

Key skills and qualities which a competent, effective and successful Company Secretary should possess include:

KEY SKILLS

Qualifications & knowledge

- Sound tertiary education in appropriate disciplines and good technical knowledge are essential to understand and apply the legal, regulatory and commercial requirements of what the role involves

Practical experience

- Necessary to competently undertake the duties & responsibilities required
- Maturity gained through exposure to the commercial world and a range of experiences provides a well-rounded background

Communication

- Present written reports and submissions as well as articulate points orally at meetings
- Enunciate views and ideas in board/committee meetings and in discussion with stakeholders
- Successfully communicate with directors, executives and staff on various matters, including action flowing from meetings/decisions
- Relate well with directors and executives; to understand/ anticipate their needs and requirements

Compliance

- Ranges from good record-keeping, including maintenance of statutory registers, to ensuring that legal & regulatory requirements are complied with in a timely fashion
- Understand and implement the directions of the board and others as appropriate



KEY QUALITIES

Organisation

- Manage affairs in a well-organized, methodical and orderly manner so that records are neat & tidy, issues are dealt with promptly/timely, and matters are not overlooked
- Have good filing system
- Need effective time-management skills
- Set up a timetable of events to ensure nothing overlooked

Clear thinker

- Ensure a good practical understanding of the duties & responsibilities
- Attend to matters in a timely fashion
- Write reports and deal with matters in clear, concise and logical manner
- Be level-headed and unflustered

Conservative

- Consider matters carefully & seriously; use judgement wisely; take counsel in need
- Not prone to take risks; make no rash decisions
- Be attentive to detail & strive to be accurate
- Follows the rules; comply with the law
- Be professional in all aspects of the role

Trusted

- Confidentiality is essential for the benefit of the company and stakeholders
- Be discreet in all dealings
- Perform with a high level of commercial astuteness
- Be respected & have respect for others
- Able to get on with the job without direction
- "Secretary" is the keeper of secrets, of highest integrity, morals and ethics