



Assistant Company Secretary

Location: Sydney

Reporting to: Group Company Secretary

New Forests (www.newforests.com.au) seeks a motivated and experienced professional for the above position. In this role you will be primarily responsible for supporting the Group Company Secretary to manage a best practice governance program within New Forests by providing corporate governance advice and corporate secretarial services to New Forests, globally, including the Boards and Committees in the group.

New Forests is an investment management business offering leading edge strategies in forestry, land management, and conservation. Our business intent is to manage sustainable landscapes for production and conservation and to generate shared value for our clients and the communities where we operate. Founded in 2005, we offer institutional investors dedicated investment strategies in Australia-New Zealand, United States and Southeast Asia and have over AUD 5.6 billion in assets under management. We manage sustainable timber plantations, natural forests, forest carbon projects, rural land, and processing infrastructure. New Forests is headquartered in Sydney with offices in San Francisco, Singapore, New Zealand and Melbourne.

Specifically, you will be responsible for:

- Management Committee and Investment Committees and their processes within the New Forests' (NF) Group, which includes:
 - Preparation of Board and Committee Papers and related processes (including timely distribution of papers);
 - Minute taking and following up matters from meetings;
 - Board and Committee annual calendars (aligning reporting requirements including investor reporting, various statutory reporting requirements, globally).
- Filing of statutory returns
- Maintaining Share and other registers
- Engaging with internal and external stakeholders, as a trusted governance partner
- Progressively setting up processes that will result in high performing Boards and Committees within the entire NF group, including portfolio boards
- Assisting the Group Company Secretary on all aspects of general and specific governance and related activities of NF Group, including all funds
- Contributing to the overall performance of the team.

We are looking for candidates with:

- Strong proven experience (7-10 years) in a similar role
- Bachelor qualification in relevant discipline with a minimum of: Associate Member of the Governance Institute of Australia; or Graduate Diploma of Applied Corporate Governance; or a Law graduate with appropriate post qualification experience
- Solid understanding of and experience with governance in a Funds Management context

- Thorough knowledge, understanding and demonstrated application of: company secretarial best practice; relevant legislation; and corporate governance practice
- Capacity to understand the requirements in constituent documentation relating to corporate governance
- Ability to ensure that group governance processes continue to operate in accordance with benchmark governance practice
- Excellent written and verbal communication skills with superior attention to detail
- The ability to work with all levels of the organisation along with a proven track record of establishing good relationships with senior stakeholders to ensure effective information flow between board and committee members and management
- The capacity and desire to work autonomously and as a part of a busy team blending both independence and collaboration
- Excellent time management and organisational skills with the ability to prioritise and meet deadlines for competing tasks
- Capacity to contribute to the knowledge, growth and development of the team
- Good Microsoft Office skills including Outlook, Word, Excel
- Exposure to Board Paper Management systems e.g. Diligent, Board Books, would be well regarded
- Flexibility with respect to extra hours in busy periods
- Ability to adapt to change quickly and effectively; ability to manage business-as-usual and ad-hoc activities, as required
- A demonstrated interest in/knowledge of sustainability.

What can we offer?

Our environment is busy and supportive, and the team is professional but relaxed. If you join us, you would be joining a growing, fast paced business which is an environmental and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

Working in the Company Secretarial team is exciting and challenging, no two days are the same as you are tasked with providing high quality secretarial and governance services to the New Forests' group.

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to careers@newforests.com.au

Phone calls will not be accepted.

New Forests is an Equal Opportunity Employer which values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.