



## **CORPORATE SECRETARIAL EXECUTIVE**

### **JOB SUMMARY**

You are given the opportunity to take over the lead of our corporate secretarial division and be an integral part of our growth journey. You are expected to provide full suite of predominately local company secretarial services but also administer offshore entities and liaise with respective agents.

Location: City Hall / Bugis / Bras Basah

Position: Full-time

### **RESPONSIBILITIES**

- Act as Registered Qualified Individual.
- Handle independently all aspects of clients' company secretarial matters (non-listed companies).
- Follow and improve internal company file management and onboarding procedures.
- Implement customer due diligence (onboarding and on-going monitoring).
- Incorporate new local or offshore companies as per clients' instructions.
- Prepare resolutions, minutes of meetings and ancillary documents.
- Draft ad-hoc resolutions in accordance with client requests.
- Maintain statutory registers and minute books where required.
- Preparation and filing of notifications with ACRA, including converting financial information into XBRL format.
- Ensure compliance with the statutory reporting requirements of the Companies Act.
- Reporting in a timely and accurate manner on company procedures and developments. Ensuring the company complies with standard legal practice, maintains best practices and standards of corporate governance.
- Keeping the management and team updated on changes affecting local entities and selected offshore jurisdictions.
- Other ad-hoc duties assigned.

### **REQUIREMENTS**

- You are eligible to act as Registered Qualified Individual.
- You have at least two years of corporate secretarial experience in a legal firm or established corporate secretarial firm.



## HAWKS BURN G R O U P

- Preferably you are a graduate and/or member of CSIS or you hold a degree/advance diploma/ diploma in Law, as Paralegal, Accounting or Business Management or Business Administration.
- You bring your own set of standard templates for resolutions and other corporate secretarial procedures and are familiar to use Artificial Intelligence tools for your workflow.
- You are willing to act and be appointed as company secretary for client entities.
- Your command of written and spoken English is impeccable.
- You naturally liaise with clients, government bodies and other related service providers, including offshore agents, auditors and tax agents.
- Candidates with XBRL knowledge and preparing accounts in SFRS format would have an advantage.

### **ABOUT YOU**

- You are meticulous, detail oriented and are good at managing your time.
- You are a team player and have no difficulties integrating into a diverse team of individuals.
- You have a positive working attitude, are self-motivated, independent, and able to work with minimal supervision.
- You can work and communicate effectively with colleagues, clients and third-party service providers.
- You are a self-starter that likes taking the initiative to resolve issues and seeking optimal solutions.

### **ABOUT HAWKS BURN GROUP**

Founded in 2011 and based in Singapore, the Hawksburn Group ([www.hawksburn.com](http://www.hawksburn.com)) is a multifamily office platform comprising a MAS Licensed fund management company (LFMC). We manage discretionary pools of capital for Ultra High Net Worth Individuals, Family offices and Institutions. We also provide a full suite of services that our clients may call upon to manage their life affairs ranging from accounting, corporate services and tax solutions to global visa and travel services. The Hawksburn Group is an equal opportunity employer with a strong sense of work life balance. The successful candidate will have meaningful exposure to global finance market investments both public and private, while interacting with a truly global client base represented by large family offices and ultra-high net worth individuals. Interested applicants may submit their updated CVs and cover letter to Ms Lisa Arsad at [jobs@hawksburn.com](mailto:jobs@hawksburn.com). We would like to inform you that only shortlisted candidates will be notified.