

Governance Manager - Contract Role or Freelance

Location: Singapore, Asia

This role is responsible for overall governance support to our Asia and Africa based funds and will be based in Singapore. New Forests requires an External Consultant, Contractor or Freelance Governance Officer/Manager who can work independently yet be a part of a supportive global team. The role will be a part of our busy Global Governance function. The role has functional reporting lines to the Global Head – Governance based in Sydney, Australia. The successful candidate will be a member of a busy Governance team, the purpose of which is to aim for Governance Excellence in New Forests (NF) Asset Management practices and to be 'fit for future'.

New Forests is a global investment manager of nature-based real assets and natural capital strategies. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future.

Responsibilities

- Delivery of overall governance services to the fund portfolio entity Boards and committees, including VCCs in the fund structures.
- Providing advice to Boards and Committees in the relevant structures, on governance related matters.
- Providing advice and guiding the Asia and Africa NF teams with relevant support on governance matters.
- Working with the legal and risk team on establishment of new funds, and the wind up of funds at end of fund life.
- Working with the investments teams on the acquisitions/dispositions by the funds.
- Working with the Asset Management team on the ongoing operations of the funds and their assets.
- Overall responsibility for the preparation and timely delivery of Board and relevant Committee meeting documentation by managing Board meetings/papers/minutes requirements. This includes: maintaining a meeting administrator calendar; reviewing, finalising and issuing Board papers; preparing the Matters Arising Report and following up action items with various stakeholders.
- Undertaking, together with the Global Governance Team, yearly planning of all fund related Board and Committee, schedules and Co-ordination.
- Maintaining statutory registers, including registers of members, directors, and secretaries on NF corporate systems and ensuring they accurately reflect the registers and records maintained by third party CoSec services providers as required.
- Coordination of governance or company secretarial activities with 3rd party service providers and ensuring that statutory registers are kept up to date.
- Ensuring systems and processes for the Asia and Africa fund related governance activities are consistent with statutory, regulatory and NF governance practices.
- Proactive engagement and regular coordination with the Head Office team on governance matters including attendance at Governance team meetings.

Qualifications

- Diploma qualified or equivalent corporate secretarial qualifications with at least 4 years of relevant working experience in the corporate secretarial field;
- Eligible to be appointed as a Company Secretary in Singapore, if required

Required Skills

- Depth of experience as a company secretary or in a comparable Governance role or similar role in a Corporate Secretariat.
- Ability to comprehend complex governance structures and governance applicable to them in order to provide appropriate governance advice.
- Superior time management, organising and prioritising skills, with a strong attention to detail
- Excellent written and verbal communication skills
- An ability to communicate with and coordinate various stakeholders including Board Directors, regulators, external service providers and various levels within the organisation.
- Able to work independently and take ownership of role whilst building strong relationships and working effectively within a team environment

Preferred Skills -Experience as a Company Secretary or in a comparable Governance role

Pay range and compensation package - \$130,000-\$150,000 SGD

Equal Opportunity Statement

We pride ourselves on having a supportive New Forests culture that is inclusive to all and we would love to learn how you can bring your unique skills and experience to our business. If you have experience in any of these areas, we encourage you to apply for our roles, even if you only meet some of the criteria.

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