

Job Description of Company Secretary to the Kensington Friendly Collecting Society

The Company Secretary reports to the Chief Executive.

Job Purpose

To liaise with the Chief Executive, Auditor and Actuary in producing the various financial statements that is required of the Society to meet its regulatory responsibilities. To provide to the Committee of Management the financial information that is required by them to fulfil their duties. To oversee and manage the work of the Clerks to the KFCS.

Duties

1. To assist the Chief Executive in obtaining the financial and policy information for the completion of the regulated accountancy process.
2. To provide the financial and policy information that is required or requested by the Committees of Management.
3. To attend full Committee of Management meetings, Finance and Investment meetings and any other Committee meetings where the Company Secretary's attendance is requested. To assist in the minute taking and production of such minutes as and when requested.
4. To assist the Chief Executive in providing other non-financial information that is required or requested by the Committee of Management.
5. To assist the Chief Executive in managing the Society's bank accounts and to ensure that the banking of cheques and cash belonging to the Society is managed in a timely and accurate manner.
6. To reconcile on a weekly basis all movements of cash and to ensure that this is signed off by the Chief Executive.
7. To issue cheque and cash payments to members in relation to an event occurring on a policy.
8. To issue payments to the Society's suppliers of services and goods.
9. To assist the Chief Executive in calculating Society Representatives wages and to manage the Society's payroll.
10. To report to the Chief Executive any suspicious transactions in relation to money laundering.
11. To oversee the work of the clerks of the KFCS, where necessary assist them in developing the skills and knowledge to perform their function.
12. To undertake any training activity that is required by the Society's Regulator or the Society's Training and Competence scheme.