

REGAL

POSITION DESCRIPTION

Junior Company Secretary

Sydney, Australia

REGAL

About Regal

Regal Partners is an Australian headquartered alternative investment manager providing investors with access to a diversified range of strategies across Hedge Funds, Credit & Royalties, Growth Equity, and Real & Natural Assets. Through its multi-boutique platform, Regal Partners combines deep investment expertise, extensive networks, and a disciplined approach to investing to deliver differentiated opportunities and long-term value for institutional and private investors.

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Position Description

Start Date	ASAP
Title	Junior Company Secretary (CoSec)
Location	Sydney
Reports To	Company Secretary
Employment Type	Fixed-Term Contract (3-4 months)

Summary

We're looking for a detail-oriented Junior Company Secretary to join our team. You'll help prepare and lodge corporate documents, keep statutory records up to date, and support the governance of a group of companies with different purposes and structures. This is an entry-level, fixed-term role (3-4 months) that suits a penultimate or final-year student, or a recent graduate, who wants a practical start in company secretarial and corporate governance.

Key Responsibilities

Statutory compliance and lodgements

- Prepare director and officeholder appointment and resignation documents, including resignation letters, consents to act, resolutions and updated registers
- Prepare and lodge ASIC change-of-details forms and other documents with relevant authorities within statutory timeframes
- Check the current ASIC record and entity details before preparing documents, so paperwork reflects what is actually on record

Corporate records and entity management

- Keep corporate records and statutory registers up to date in our electronic document management systems
- Maintain an entity tracker covering directors, officeholders and key dates across multiple companies
- Support governance across a group of entities with different purposes (such as trustee companies, special purpose vehicles and holding entities), learning how each is used and why it matters for compliance

Board and committee support

- Prepare draft agendas, board papers, meeting minutes and work plans
- Track matters arising and follow up actions after meetings
- Coordinate signatures from directors and track completion

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Stakeholder and team support

- Receive and clarify instructions from executives and directors, often by email and to tight deadlines, and follow up on open items
- Help coordinate responses to external audit, compliance and assurance requests
- Provide continuity and cover when team members change, including picking up files with limited handover

Skills, Knowledge & Experience

Required

- Currently in the penultimate or final year of a degree in law, commerce, economics, finance or a related field, or a recent graduate
- Clear written and spoken English
- Good working knowledge of Microsoft Office, especially Word
- Accurate and careful, and you check your own work
- Organised, with the ability to manage several tasks and meet hard deadlines
- Comfortable following up senior people politely and persistently to get information and signatures
- Good judgement on when to ask a question or escalate rather than assume
- Discreet with confidential corporate and personal information
- Comfortable asking questions and taking feedback
- A reliable team player

Preferred

- Familiarity with ASIC Connect or ASIC registers
- Prior admin, paralegal or professional services experience (including part-time or internship work)

No company secretarial experience is needed.

Why Join Us?

This is a 3-4 month fixed-term contract, which gives you concentrated, hands-on experience you can take into your next role or final year of study.