

## POSITION DESCRIPTION:

### Shareholder & Corporate Services Officer (casual)

---

Engagement:	10-15 hours per week (casual)
Commencement:	19 February 2019
Placement period:	4 months
Location:	21-27 Somerset Place, Melbourne
Reports to:	Executive Director

---

### The opportunity

Melbourne-based, for-purpose company, ShareGift Australia is seeking for a highly motivated and customer-focussed individual to join our team in the CBD.

Working with the Shareholder & Corporate Services team, you will have the responsibility for developing our retail share sale donations business.

Your contribution will help develop, expand and maintain our retail donations business and external reputation. This placement will help you acquire business development and customer service skills as well as provide you with a broad understanding of listed companies and the social innovation/ for purpose sector.

You will need to demonstrate previous experience in providing quality administration and customer service support, along with a genuine interest in the for-purpose sector. An understanding of trading shares would be helpful, but not essential.

It is essential to have experience in MS Office applications and the ability to accurately and efficiently enter data, with expert attention to detail.

This an opportunity for a self-motivated and proactive individual to join a team committed to making a difference.

### About ShareGift Australia

ShareGift Australia is an independent, non profit established to unlock share capital as charitable funding - funding that for the most part, does not currently reach the sector. ShareGift is the only service of this kind in Australia. To date ShareGift has donated more than \$1.64 million to over 470 charities. ShareGift is supported by JBWere, Baillieu, Evans and Partners, Ernst & Young, Ashurst and King & Wood Mallesons, regulated by the ATO, ASIC, AUSTRAC, ACNC and endorsed by the Australian Securities Exchange (ASX) and the Australian Shareholders' Association (ASA).

### Project responsibilities

#### Shareholder & Corporate Services

- End to end processing of share sale donation trades, including:
    - Shareholder liaison (telephone and email)
    - Validation of shareholdings, including ASX data
    - CHESS sponsored holding conversions, including broker and share registry liaison
    - Preparation of share trade batches, including liaison with our panel of pro bono brokers
    - Preparation of correspondence and tax receipts relating to all share sale donations
-

- Management of our share sale donation register
- Monthly reporting on share sale donations, including financial and non-financial reconciliation of data and statistics reports
- Liaison with new participating brokers
- Liaison with ASX-listed companies, including dividend reinvestment plans and corporate investor campaigns, corporate action administration
- Office administration as required, including CRM maintenance and archiving

#### Annual projects

- Assist with development and execution of the end of financial year (EOFY) marketing campaign
- Assist with the annual funding distributions to Australian charities

#### Competencies

- Strong customer service experience
- Demonstrated, meticulous attention to detail
- Excellent verbal and written communication skills
- Good interpersonal skills - able to work in a dynamic, small team environment
- Strong desire to learn, along with professional drive
- Current enrolment in a related undergraduate or postgraduate degree
- Some knowledge of the Australian stock market is advantageous

#### Each team member will become conversant in:

- The structure, processes and terminology relating to securities listed on the ASX
- The regulatory requirements of a public ancillary fund
- The role of regulatory bodies in the charitable sector, including the Australian Charities and Not-for-profits Commission, AUSTRAC, ATO, ASIC and the state fundraising bodies
- Customer relationship management and liaison
- Communicating with a broad range of stakeholders
- Operational reporting
- An introduction to developing a marketing campaign
- Software: Salesforce, MYOB, MailChimp, Survey Monkey
- The requirements of working and collaborating in a small team

*A Working with Children check will be required to be completed by the successful applicant.*

---

Applications close Wednesday 13 February 2019, 9am.

Please submit your application, including your CV and a written response to the Competencies to:

[hr@sharegiftaustralia.org.au](mailto:hr@sharegiftaustralia.org.au)

Please direct any role enquiries to:

Anna Draffin  
Executive Director  
T 1300 731 632