

JOB DESCRIPTION: CHIEF FINANCIAL OFFICER / COMPANY SECRETARY

Overall responsibility: To support the Managing Director and assist in the implementation of the running of the general operations and financial business of the Company, in accordance with the delegated authority of the Board.

Term of office: As per agreed contract.

Duties:

- General compliance
- Assist in statutory reporting
- Meeting ASX requirements
- Meeting ASIC requirements
- Preparation of board meetings, attendance and taking minutes
- Continuous disclosure and ASX announcements
- Maintaining corporate filings and other registries.

Rights:

- Agreed remuneration
- D&O insurance

Responsibilities: The Chief Financial Officer /Company Secretary is accountable to the Board, through the Chair, on all governance matters.

The Chief Financial Officer /Company Secretary is to report to the Board on matters they are aware of which fall within the Materiality Threshold as set out in the Company's Board Charter.

Entitlements on termination: As per agreed contract.