

**Job Title:** Assistant Company Secretary

**Department:** Governance / Company Secretariat

**Reports To:** Company Secretary / Head of Governance / General Counsel

**Employment Type:** Permanent (adapt as required)

**Location:** Office / Hybrid / Remote (adapt as required)

### **Role Summary:**

The Assistant Company Secretary supports the Company Secretary in delivering effective corporate governance, statutory compliance and board administration across the organisation.

Working closely with the Company Secretary, board members and senior stakeholders, the role helps ensure governance processes operate efficiently, statutory obligations are met and board activities are delivered to a high professional standard. The position also provides valuable support on governance projects, committee administration and regulatory compliance.

### **Key Responsibilities:**

#### **Board & Committee Support:**

- Assist with planning and coordinating board and committee meetings.
- Prepare agendas, board packs and supporting documentation.
- Attend meetings where required and assist with minute taking and action tracking.
- Help maintain the annual governance calendar.
- Support the administration of board and committee activities.

#### **Corporate Governance:**

- Support the implementation of governance policies and procedures.
- Assist with governance reviews and board effectiveness initiatives.
- Monitor governance developments and changes in legislation.
- Help promote good governance practices throughout the organisation.
- Provide governance support to internal stakeholders as required.

#### **Statutory Compliance:**

- Maintain statutory registers and company records.
- Prepare Companies House filings and regulatory submissions.
- Monitor statutory deadlines and assist with compliance activities.
- Support annual reporting and governance disclosure processes where required.

#### **Stakeholder Management:**

- Build effective working relationships with directors and senior managers.
- Liaise with legal advisers, auditors and regulatory bodies where appropriate.
- Support governance-related projects across the wider business.

**Skills & Experience:**

The successful candidate is likely to demonstrate:

- Previous experience within a Company Secretarial or governance function.
- Good understanding of UK corporate governance principles.
- Experience supporting board and committee administration.
- Strong written and verbal communication skills.
- Excellent organisational and time management abilities.
- High attention to detail and accuracy.
- Ability to manage multiple priorities and deadlines.
- Professional judgement and discretion when handling confidential information.

**Qualifications:**

The successful candidate may hold:

- Chartered Governance Institute UK & Ireland qualification (completed or in progress) (desirable).
- Relevant governance, legal or company secretarial qualifications.
- Experience working within a listed company, regulated organisation or complex corporate environment (where appropriate).

**Key Competencies:**

- Corporate Governance
- Board Support
- Committee Administration
- Statutory Compliance
- Organisation
- Communication
- Attention to Detail
- Relationship Management
- Professional Judgement
- Confidentiality

**Working Relationships:**

The Assistant Company Secretary will work closely with:

- Company Secretary
- Board of Directors
- Executive Leadership Team
- General Counsel
- Governance Team
- External Advisers
- Regulators

*\*This template is intended as a general guide to the role of a Assistant Company Secretary. Responsibilities, reporting lines and qualification requirements should be adapted to reflect the organisation's governance framework, regulatory environment and business needs.\**