

Job Title: Company Secretary

Department: Governance / Company Secretariat

Reports To: Chair, General Counsel, Chief Executive Officer or Governance Director

Employment Type: Permanent (adapt as required)

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

Role Summary:

The Company Secretary supports the board by ensuring effective corporate governance, statutory compliance and efficient board administration. Acting as a trusted adviser to directors, the role helps maintain strong governance standards while ensuring the organisation meets its legal and regulatory obligations.

Working closely with senior leadership, the Company Secretary coordinates board and committee activities, manages statutory records and provides governance advice that supports effective decision-making.

Key Responsibilities:

Board & Committee Support:

- Plan and coordinate board and committee meetings.
- Prepare agendas, board packs and supporting papers.
- Attend meetings and produce accurate minutes.
- Monitor actions arising from meetings and ensure completion.
- Maintain the annual governance calendar.

Corporate Governance:

- Advise directors on governance matters and board procedures.
- Maintain governance policies and governance frameworks.
- Support board evaluations and governance reviews.
- Monitor changes to governance legislation and best practice.
- Promote high standards of corporate governance across the organisation.

Statutory Compliance:

- Maintain statutory registers and company records.
- Coordinate Companies House filings and regulatory submissions.
- Ensure compliance with statutory deadlines.
- Support annual reporting and governance disclosures where required.

Stakeholder Management:

- Develop effective working relationships with directors and senior executives.
- Liaise with legal advisers, auditors and regulators.
- Support governance projects across the wider business.

Skills & Experience:

The successful candidate is likely to demonstrate:

- Previous Company Secretarial or governance experience.
- Strong understanding of UK corporate governance.
- Experience supporting boards and committees.
- Excellent written and verbal communication.
- Strong organisational and planning skills.
- High levels of accuracy and attention to detail.
- Commercial awareness and sound professional judgement.
- Ability to manage confidential information with discretion.

Qualifications:

The successful candidate may hold:

- Chartered Governance Institute UK & Ireland qualification (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
- Communication
- Organisation
- Leadership
- Commercial Awareness
- Relationship Management
- Integrity & Professional Judgement

Working Relationships:

The Company Secretary will work closely with:

- Chair
- Board of Directors
- Executive Leadership Team
- General Counsel
- Governance Team
- External Advisers
- Regulators
- Shareholders (where applicable)

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