

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 Listed Company Secretary supports the board by helping maintain effective corporate governance, statutory compliance and listed-company governance processes. Acting as a trusted adviser to the Chair and directors, the role supports the organisation in meeting its legal, regulatory and governance obligations.

Working closely with senior leadership and other advisers, the Listed Company Secretary coordinates board and committee activity, supports corporate reporting and shareholder matters, oversees statutory requirements and helps manage the governance timetable associated with a listed company.

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.
- Support the application of the UK Corporate Governance Code where relevant.
- Maintain governance policies, committee terms of reference and governance frameworks.
- Support board evaluations and governance reviews.
- Monitor developments in corporate governance, listing requirements and relevant regulation.
- Promote high standards of corporate governance across the organisation.

Statutory, Listing & Reporting Requirements

- Maintain statutory registers and company records.
- Coordinate Companies House filings and other statutory submissions.
- Support the organisation in meeting relevant UK Listing Rules and continuing obligations.
- Support governance aspects of annual and interim reporting.
- Coordinate governance disclosures and associated board approvals.
- Maintain the annual corporate and regulatory governance calendar.
- Support shareholder meeting documentation and regulatory filings 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.

Shareholder & Listed-Company Matters:

- Coordinate annual general meetings and other shareholder meetings.
- Support the preparation of notices, resolutions and shareholder documentation.
- Support governance processes relating to market announcements and disclosure obligations.
- Liaise with legal, finance, investor relations and external advisers on listed-company governance matters.
- Support board and committee consideration of matters requiring shareholder or regulatory approval.

Skills & Experience:

- Significant Company Secretarial or governance experience, ideally within a listed company environment.
- 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.
- Experience supporting a listed-company board and its committees.
- Understanding of the UK Listing Rules, corporate reporting and disclosure requirements.
- Experience supporting AGMs and shareholder governance processes.

Qualifications:

- Chartered Governance Institute UK & Ireland qualification or other relevant professional qualification.
- Strong practical experience within a listed-company governance environment.

Key Competencies:

- Corporate Governance
- Board Support
- Committee Administration
- Statutory Compliance
- Communication
- Organisation
- Leadership
- Commercial Awareness
- Relationship Management
- Integrity & Professional Judgement

Working Relationships:

The Listed 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 Listed Company Secretary. Responsibilities, reporting lines and qualification requirements should be adapted to reflect the organisation's listing category, governance framework, regulatory environment and business needs.