

Role Profile Template

Job Title: Company Secretary

Reports To: Financial Controller

1. Job Purpose

The Company Secretary role plays a key part in the effective functioning of the Company. This person should be trusted and forms an important link between the Boards and departments within the business. They provide guidance to company directors about how their role should be performed and how the company should be governed. The Company Secretary will ensure that the company complies with all legal and regulatory requirements across multi Jurisdictions. They will be keen to keep up to date with any new legislation and update the Board and Senior Management on any changes.

2. Principal Accountabilities

- ✓ Assisting and guiding members of the Boards acting with integrity and independence to protect the interest of the company.
- ✓ Compliant with relevant legal, regulatory, and listing requirements and translate these into the company's procedures and practices.
- ✓ Overseeing the correct procedures are followed and the members of the Board act in accordance with the governance structure.
- ✓ Convening and servicing Board meetings, being proactive and monitor actions and follow ups to meetings.
- ✓ Producing agendas, taking minutes, conveying decisions, completing Board Resolutions, handling meeting correspondence and so on.
- ✓ Offering training and support to Directors and members of the senior leadership team on corporate governance matters.
- ✓ Actively keeps up to date with any regulatory and statutory changes and policies that might affect the organisation.
- ✓ Providing support to the Board or other groups on specific projects related to the role.
- ✓ Implementing processes or systems to help ensure good management of the organisation or compliance with legislation.
- ✓ Dealing with company/staff insurance policies and renewals (PI, Cyber, indemnity etc insurance).
- ✓ Managing office space and facilities – lease for office space etc.
- ✓ Writing reports where required.
- ✓ Collating information where required.

3. Knowledge/Experience/Skills

Knowledge

- ✓ Hold or be working towards a relevant Company Secretary qualification
- ✓ Strong administrative skills and an aptitude for IT Software
- ✓ Experience with working in a company that is multi-jurisdictional.

Experience

- ✓ Has experience in a Company Secretary environment
- ✓ Worked in a role with direct contact with High Level management
- ✓ Commercial awareness

Skills

- ✓ Excellent organisational skills and time management
- ✓ Influencing skills
- ✓ Interpersonal skills
- ✓ Meticulous attention to detail
- ✓ Discretion and diplomacy

Attributes and Behaviours

- ✓ Develops and maintains positive working relationships with others
- ✓ The ability to take the initiative
- ✓ Shares ideas and information
- ✓ Assists colleagues unprompted
- ✓ A flexible and practical approach to work
- ✓ Self-motivated – driven to achieve results
- ✓ Keeps pace with change – acquires knowledge/skills as the business develops