

## **London CIV**

### **Company Secretariat and Governance Senior Manager**

**Permanent role: Southwark**

#### **Remuneration competitive**

London LGPS CIV Limited (“London CIV”) has been established for and on behalf of London’s 33 local authorities as an investment fund manager through which they can collaborate and collectivise the investment of their individual pension fund assets. With over £25 billion of assets across the 32 funds there is significant scope for savings and efficiencies.

London CIV was authorised as an Alternative Investment Fund Manager in October 2015 with permission to operate one of the UK’s first Authorised Contractual Scheme funds and currently has £8billion of assets under management and £9billion of passively managed assets. Work is underway to open more sub-funds with the aim of growing assets under management and expanding relationships with London’s local authorities.

The London CIV continues to be one of the (if not the) most exciting projects in the financial services sector and this is a good opportunity to get involved in all aspects of a fledgling and rapidly growing asset management business. It’s taken two years to get to where we are and we have much more still to deliver if we are to achieve our ambition which is to be:

“A Collective Investment Vehicle for London Local Authorities (LLA) Pension Funds which delivers broader investment opportunities and enhanced cost efficiencies than LLAs can achieve individually and overall better risk adjusted performance.”

#### **The Role:**

The Chief of Staff is Company Secretary and responsible for the company secretariat, governance and strategic planning. The Company Secretariat and Governance Senior Manager supports and deputises for the Company Secretary, with a focus on providing a high quality company secretarial and governance service to the Board, shareholders and colleagues, including quality minutes which include technical language.

London CIV is implementing a new governance framework as part of the second phase of growing the business, established in 2015 and this role is key in working with the Chief of Staff to ensure effective shareholder and stakeholder relations. They will also be involved in a range of governance projects and be expected to contribute as required to projects across this small business.

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#### **Responsibilities**

- Provide board support services, including acting as Secretary for designated Committees; this includes preparing agendas, board packs and following up on actions from meetings.
- Provide governance and company secretarial advice to the Board and its Committees,

Executive Directors and senior management, and colleagues across the organisation

- Provide professional company secretarial services for the Company which is FCA regulated
  - Assist in ongoing company secretarial and governance projects providing support to the Chief of Staff who is Company Secretary; taking responsibility for specific projects as required
  - Support for Board and committee appointments, including development and updating of handbooks and arranging inductions and ongoing development programmes.
  - Managing annual planners of the board (and committees) and/or compliance activities, including year- end planning in consultation with colleagues across the organisation
  - Providing company secretarial support for matters requiring shareholder approval, including reviewing and drafting resolutions in consultation with legal advisers where required and liaising with the relevant departments of local authority shareholders
  - Maintaining statutory registers and filings at Companies House and equivalent
  - Involvement in a range of project activities in relation to company secretarial and governance working practices and systems. These are expected to include developing use of digital systems; governance handbooks; improved cross-functional working arrangements
  - Keeping abreast of changing company and corporate law and other regulatory requirements in the UK and corporate governance practice generally.
- Experience and Skills
- Qualified (ACIS) or part qualified with previous relevant qualification and experience
  - Company secretarial and governance experience, including of advising senior executives and board members.
  - Experience of board and committee support including minute taking for complex technical topics, drafting agendas and production of board packs and meeting logistics.
  - Experience of drafting board and committee papers and resolutions.
  - Experience of the year end process and organising high profile meetings such as AGMs.
  - Experience of providing advice on good governance practice and company/corporate law and regulation.
  - A general understanding of business administration to work effectively with other departments, including the finance function and support the business.
  - Experience which includes working in financial services in a FCA regulated environment, ideally in asset management or pensions
  - Able to apply knowledge and experience of Company law and corporate governance in a regulated environment and keep up to date with changing requirements in the financial

services sector

- Good influencing skills and an ability to quickly establish credibility with shareholders and stakeholders in a complex environment
- Experience of working with colleagues across a wide range of disciplines, establishing effective working relationships which assist the business to achieve its objectives.

**Application Process:**

**Complete the Equal Opportunities Monitoring form (MS Word)**

**Complete the Sensitive Personal Data Consent form (MS Word)**

**Email a covering letter including your current salary, your CV and the forms to:  
recruitment@londonciv.org.uk**

**Closing date 17 December 2018**