

JOB DESCRIPTION

Post Title: Company Secretariat and Governance Senior Manager

Reporting to: Chief of Staff

Location: 4th Floor, 22 Lavington Street SE1 0NX

Purpose

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. They will also be involved in a range of governance projects and be expected to contribute as required to projects across this small business

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.

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.

This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position. The post-holder may be asked to undertake other duties and responsibilities which are commensurate with this area of work and grade.