ROLE PROFILE

Role Title:	Senior Assistant Company Secretary	Responsible to:	Company Secretary
Division:	Executive	Department:	Company Secretary
Direct reports:	0	Scope:	International
		Scale:	No budget or people responsibilities
		Regulated Function:	No
Evaluation Level:	Implement 2	Role Family:	CEO Office

Role Purpose
As a trusted governance professional, the Senior Assistant Company Secretary plays a pivotal role in supporting the Company Secretary and contributing to the integrity of the Group's corporate governance framework. This position involves leading on the delivery of subsidiary governance services, overseeing statutory compliance across multiple jurisdictions, and ensuring the effective preparation, conduct, and follow-up of board and committee meetings. The role requires a proactive approach, strong technical knowledge, and the confidence to engage with senior stakeholders, including directors and executives. The postholder will contribute to continuous improvement initiatives, act as a role model for governance best practice, and deputise for the Company Secretary when appropriate.

Accountabilities (RACI)	Example measures of Success/KPI's
• Lead and coordinate subsidiary governance activities, ensuring robust statutory compliance in line with UK and international requirements. • Oversee preparation and maintenance of statutory registers and corporate records, ensuring accuracy and audit readiness. • Coordinate and prepare documentation for board and committee meetings, including annual meeting plans, agendas, minutes, and resolutions. • Lead and support subsidiary governance across multiple jurisdictions, ensuring accurate and compliant maintenance of statutory records. • Draft resolutions and other formal documents for execution, ensuring appropriate approvals and filing requirements are met. • Provide input into strategic and ad hoc governance projects and reviews across the Group. • Support the preparation of electronic meeting packs and management information. • Coordinate forward agendas, annual meeting calendars, and recurring governance cycles. • Attend board, committee, and subsidiary meetings, producing accurate, timely, and well-structured minutes that meet governance standards. • Contribute to the preparation and delivery of the Annual General Meeting (AGM), including member communications and meeting logistics.	• Timely and accurate completion of statutory filings and maintenance of governance records across jurisdictions. • Compliance adherence: maintaining up-to-date company records and ensuring compliance with legal and regulatory requirements. • Board and committee documentation delivered to high standard and within agreed timelines; positive stakeholder feedback. • Minutes consistently meet internal quality standards and are approved without substantive amendment. • Documents completed accurately and in accordance with required authorisation protocols. • Governance content remains accurate, relevant, and aligned with regulatory expectations. • Stakeholder feedback – Receiving positive feedback from the Company Secretary, board members, and key stakeholders.

• Maintain internal corporate governance policies and governance section of the company's website.	
Financial • Work efficiently and resourcefully, identifying opportunities to streamline governance activities. • Support and contribute to cost-saving and process-improvement initiatives across the Secretariat and wider organisation.	
Member • Promote a member-centric governance culture by driving continuous improvement in secretariat processes to enhance efficiency, transparency, and service quality.	
People • Take personal accountability for own performance, training, competence, and professional development. • Maintain a robust Personal Development Plan (PDP) aligned to role objectives • Stay current with developments in corporate governance, company law, and professional practice. • Complete relevant training or qualifications (e.g. ICSA/CGI certification) to support ongoing professional growth. • Engage proactively in team meetings, 1:1s, and people processes. • Promote a positive, respectful team culture and actively support diversity, equity, and inclusion initiatives. • Provide guidance and support to colleagues where appropriate, encouraging a collaborative and high-performing environment.	• Stay current with corporate governance and company law developments. • Complete relevant training and professional qualifications (e.g. ICSA/CGI). • Maintain a clear Personal Development Plan (PDP). • Act on stakeholder feedback to support growth. • Demonstrate ongoing commitment to high performance. • Performance ratings.
Risk • Identify and escalate governance or regulatory risks, issues, or breaches promptly. • Ensure compliance with all internal governance frameworks, audit standards, and statutory obligations. • Operate with confidentiality, discretion, and integrity when handling sensitive information or high-level matters.	• Confidentiality and discretion – Maintaining a high level of integrity when dealing with sensitive information.

Responsibilities (RACI)
• Consistently role model MPS values in all interactions and decision-making. • Build effective relationships with colleagues and stakeholders across the organisation. • Support cross-departmental initiatives and collaboration where appropriate. • Undertake additional duties aligned to the scope and responsibilities of the role as required.

Key Governance Responsibilities
• Attend Council and sub-committee meetings, acting as governance lead or supporting the Company Secretary as deputy. • Ensure the efficient delivery of board and committee administration, including accurate records, timely papers, and well-managed meeting processes. • Uphold and promote high standards of corporate governance across the organisation, supporting a culture of accountability, transparency, and effective oversight.

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Leadership Behaviours	Level
Fresh Thinking	Leading Self
Building Capability in Self and Others	Leading Self
Influencing Others	Leading Self
Collaborating for Results	Leading Self
Leading Self and Others	Leading Self
Commercial and Risk Thinking	Leading Self

	Knowledge and Qualifications	Skills	Experience
Essential	• Strong understanding of company secretarial and corporate governance principles. • Qualified or part-qualified ICSA/CGI (or equivalent), or actively working towards qualification.	• Excellent minute-taking and formal writing skills. • High-level organisational and time-management capability. • Strong attention to detail and accuracy. • Effective communicator with the confidence to engage with senior stakeholders. • Skilled in use of Microsoft Office, electronic board portals (e.g. Diligent or Board Intelligence) • Ability to handle confidential information with tact and discretion.	• Typically 4+ years' experience in a company secretarial or governance role. • Demonstrable experience supporting boards and committees, preparing agendas, minutes, and statutory filings. • Proven ability to work independently, manage priorities, and lead on discrete areas of governance responsibility. • Experience engaging with senior leadership and external advisers.
Desirable	• Experience working within a regulated environment such as financial services, legal, or professional services. • Financial services and listed company experience advantageous. • Knowledge of UK Company Law and its application in a private limited company setting.		