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| **Role Title:** | Company Secretary Assistant | **Responsible to:** | Company Secretary |
| **Division:** | Operations | **Department:** | Company Secretary |
| **Direct reports:** | 0 | **Scope:** | International |
| **Scale:** | No budget or people responsibilities |
| **Regulated Function:** | No |
| **Evaluation Level:** | Implement 2 | **Role Family:** | Group Corporate Services |

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| **Role Purpose** |
| Proactive and detail-oriented, the role of the Company Secretary Assistant is to support the corporate governance function within our organisation. This is an important role, contributing to the smooth operation of the company’s subsidiary governance while maintaining compliance with statutory and regulatory requirements. Additionally, the role involves managing all aspects of board meeting logistics, including scheduling, preparation of meeting materials, coordinating attendee requirements, and ensuring the efficient execution of meetings.  |

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| **Accountabilities (RACI)**  | **Examples measures of Success/KPI’s** |
| * Assist in the management of subsidiary governance, ensuring compliance with statutory and regulatory obligations across multiple jurisdictions.
* Prepare and maintain statutory records, including registers of members, directors, and secretaries.
* Coordinate and prepare documentation for board and committee meetings, including annual meeting plans, agendas, minutes, and resolutions.
* Carry out filings of Companies House returns and forms (e.g., director appointments and resignations, annual returns, etc.) and ensure similar provisions are delivered across other jurisdictions managed by the team.
* Assist in the preparation of written resolutions and documents for execution by Directors.
* Provide input to ad hoc projects and work streams across the Group.
* Support the preparation of electronic meeting packs and management information.
* Arrange committee meeting dates and prepare annual agendas in collaboration with relevant chairs and the Company Secretary.
* Attend board and committee meetings, draft detailed minutes capturing points, resolutions, and actions.
* Assist in the production of the AGM Notice and organisation of the AGM itself.
* Maintain internal corporate governance policies and governance section of the company’s website.
 | * Timely and accurate filings – Ensuring all statutory filings (e.g., Companies House submissions) are completed on or before deadlines without errors.
* Compliance adherence – Maintaining up-to-date company records and ensuring compliance with legal and regulatory requirements (e.g., Companies Act, GDPR).
* Accuracy of documentation – Ensuring minutes, resolutions, and other governance documents are error-free and promote high standards.
* Quality of meeting minutes – Preparing clear, concise, and accurate draft minutes within a specified timeframe
* Agenda and board pack preparation – Ensuring board and committee packs are compiled, distributed, and available in advance of all meetings.
* Stakeholder feedback – Receiving positive feedback from the Company Secretary, board members, and key stakeholders.
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| **Financial*** Work efficiently, seek ways to improve processes and ways of working
* Support any cost saving initiatives
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| **Member*** Support a culture and capability in Lean / continuous improvement to drive operational efficiency and great member experiences and outcomes
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| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
* Proactively engage with other team members, promoting a positive team environment
* Proactively engage in people processes e.g. 121s, team meetings
* Take an active role / support in promoting a more inclusive environment, which aligns with our commitment to celebrate and promote diversity.
 | * Ongoing learning – Keeping up to date with changes in corporate governance and company law.
* Training and development – Completing relevant training courses or obtaining professional qualifications (e.g., ICSA/CGI certification).
* Robust PDP
* Stakeholder feedback
* Performance ratings
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| **Risk*** Identify and report risks and issues identified to enable resolution and mitigation of potential impact on MPS, members and colleagues.
* Comply with all audit and regulatory/legislative policies, procedures and regulations.
 | * Confidentiality and discretion – Maintaining a high level of integrity when dealing with sensitive information.
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| **Responsibilities (RACI)** |
| * Consistently demonstrate MPS values
* Build relationships with internal colleagues and stakeholders
* Provide cross departmental support where required
* Undertake other duties and tasks that are appropriate to the level or role that may be required
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| **Key Governance Responsibilities**  |
| * Attendee at all Council and sub-committee meetings
* Supporting effective and efficient board administration
* Maintaining good corporate governance practices
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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 |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Strong understanding of company secretarial and corporate governance principles.
* Qualified/part-qualified ICSA / ACG (or equivalent) or a strong desire to start the Company Secretary qualification.
 | * Strong, detailed minute-taking skills and ability to prepare agendas.
* Excellent organisational skills, with the ability to manage multiple tasks and deadlines.
* Ability to interact confidently with senior stakeholders, including C-suite executives and non-executive directors.
* Exceptional attention to detail and accuracy.
* Strong written and verbal communication skills.
 | * A minimum of 2 years’ experience in corporate governance roles
* Demonstrable experience in subsidiary management, board support, and minute-taking
* Familiarity with electronic board portals.
* Proficient in company secretarial software and Microsoft Office Suite.
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| **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.
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