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| **ROLE Title:** | Company Secretarial Assistant | | **DAte:** | | 8 October 2024 | |
| **GRADE:** | TO BE COMPLETED BY HR REWARD | | **Business Unit:** | | GRC | |
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| **Role** | | **Key Responsibilities:** | | **Skills / Knowledge / Experience:** | | **Competencies / Values** |
| **Role Purpose**:  Why does this role exist?  To support Secretariat team with a range of core company secretarial duties to achieve the highest governance standards by maintaining accurate and organised records.  **Role Dimension:**  **Financial**  No direct budgetary responsibilities  **Non-Financial:**  No direct reports; however, the successful candidate will need to support members of the wider Governance, Risk and Compliance team that support our Groupwide governance.  **Reports to:**  Company Secretary  **Relationships**  **Internal:**  Collaborative relationships with the Executive team and colleagues within the finance department and wider Governance, Risk & Compliance team contributing to developing transferrable skills across the team.  **External:**  Professional and collaborative relationships with senior stakeholders including shareholders and non-executive directors of the Board. | | ***What the role must deliver***   * Providing company secretarial assistance to the company secretary within the function ensuring that all entities remain fully compliant with the provisions of the Companies Act 2006 and where relevant, compliance with all aspects of the Wates Principles of Governance, and regulatory requirements. * Ensure statutory compliance across the subsidiary companies by maintaining corporate and statutory records (e.g. member registers, share registers, director or officer appointments/resignations and annual returns) in line with statutory deadlines * Support the scheduling and maintenance of the annual corporate calendar for various entities. * Supporting on all corporate transactions including: corporate simplification activities and equity transactions. * Assisting with the arrangements and logistics of Group and subsidiary Board and Committee meeting administration and logistics. * Liaising with senior management and other stakeholders around the co-ordinating of agenda, papers and meetings for the Board and sub-committees. * Following up after meetings, including drafting and circulating action points and consulting with stakeholders where necessary * Assisting with governance projects to continually improve the governance standards across the Group (e.g. constitutional document updates, review of governance frameworks and regular verification of statutory records. * Assisting with co-ordinating the year end process for subsidiary entities which includes the preparation and approval of year end accounts, conflicts of interest reviews and verification of Annual Report content. | | Skills and Knowledge:   * Knowledge and experience of company secretarial procedures * Knowledge and experience of the role of professional bodies * Minute taking experience * Good written and verbal communication skills * Strong attention to detail and ability to build positive relationships. * Ability to communicate at all levels * Experience using MS Suite of programmes * Ambitious and desire to succeed * High degree of personal and professional integrity   **Qualifications:**   * Degree level or relevant experience with a willingness to complete the Governance Institute’s Qualifying Programme. | | **Use RAC competencies template**  Achievement Drive (level 3)  Building Relationships (level 3)  Continuous Improvement (level 3)  Developing Self & Others (level 2)  Interpersonal & Influencing skills (level 3)  Judgement & Decision Making (level 3)  Team Working (level 3)  Values Fit (level 3)  **Job Specific:**  Business acumen  **Personal Competencies:**  Discreet, professional, reliable, flexible with a can do attitude.  **Values**  Handle it Together  Exceptional Service  Raise the Bar  Own It |