

Assistant Company Secretary (6 Months Contract)- UK

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Company: Antal International

Location: United Kingdom

Category: other-general

Job Description

Job Title: Assistant Company Secretary (6 Months Contract)- UK

Industry Banking

Location United Kingdom

Salary Competitive Salary Package + Benefits

Job Summary :

On behalf of one of our valued Clients, we are seeking a highly motivated and dynamic individual to join the team as an Assistant Company Secretary for a 6-month contract, with the potential for renewal. As an Assistant Company Secretary, you will play a crucial role in supporting the Company Secretary in the efficient administration and management of corporate governance activities within the bank.

Responsibilities:

Assist the Company Secretary in organizing and coordinating board and committee meetings, including preparing agendas, collating board packs, and arranging meeting logistics.

Take minutes during board and committee meetings, ensuring accurate documentation of discussions, decisions, and action points.

Maintain statutory registers, records, and filings, ensuring compliance with relevant legislation and regulations.

Support the Company Secretary in the preparation and filing of statutory returns and reports to regulatory authorities, such as the Financial Conduct Authority (FCA) and Prudential

Regulation Authority (PRA).

Assist in the drafting and review of board policies, charters, and governance documentation, ensuring alignment with best practices and regulatory requirements.

Coordinate the onboarding and induction process for board members and senior executives, providing necessary support and guidance.

Manage the administration of board and committee memberships, including maintaining director databases, tracking terms of office, and facilitating director evaluations.

Assist in the coordination of annual general meetings (AGMs) and other shareholder meetings, including drafting notices, resolutions, and proxy forms.

Support the Company Secretary in the implementation of corporate governance initiatives and projects, contributing to the enhancement of governance frameworks and practices.

Stay informed about developments in corporate governance regulations, guidelines, and industry best practices, providing insights and recommendations to enhance governance processes.

Qualifications and Skills:

Bachelor's degree in law, Business Administration, or related field. Relevant professional qualifications (e.g., ICSA qualification) would be advantageous.

Prior experience working in a company secretarial or corporate governance role within the financial services sector, preferably within a bank or financial institution.

Strong understanding of corporate governance principles, regulations, and best practices.

Excellent organizational and administrative skills, with the ability to prioritize tasks and manage multiple deadlines effectively.

Exceptional attention to detail and accuracy in record-keeping and documentation.

Excellent communication and interpersonal skills, with the ability to liaise effectively with internal stakeholders, board members, and external parties.

Proactive mindset with the ability to identify opportunities for process improvements and

contribute to the overall success of the corporate governance function.

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