

Assistant Company Secretary - Insurance

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Company: SSQ

Location: London Area

Category: business-and-financial-operations

Assistant Company Secretary – Insurance London – Hybrid working Reporting to the Deputy Company Secretary Working as part of the Company Secretarial and Legal function, this position will report to the Deputy Company Secretary and assist with supporting the board and committees and management of the Governance structures across the Group. My client is a leading Global insurer, and this position is suited to anyone with 5+ years experience in Company Secretarial in a regulated organisation. Job Description: Board and committee support including the review of meeting papers, collation and distribution of board packs, ensuring arrangements in place for the smooth running of meetings in multiple European jurisdictions. Drafting clear and accurate minutes and actions in a timely manner. Liaising with non-executive and executive directors. Assisting the team with the delivery high quality board & committee papers and presentations. Assisting the team with the management of Diligent Entities, ensuring it remains the single source of truth for all legal entity information. Assisting in the preparation of statutory filings with UK Companies House and overseas company registrars, including the updating of branch registers. Assisting with the maintenance of the Company Secretary Intranet page. Collating documents for due diligence and KYC requests. Assisting the team with the management of the Company Secretary mailbox. Assisting in the drafting of governance procedure documents. Other ad-hoc duties, as required. Adherence to all relevant regulatory requirements forms part of your role, Experience: 5+ years of Company Secretarial experience Previous experience in Financial Services and/or a listed environment is desirable Experience running committees end-to-end, including experience writing regulated minutes. Clear, concise communicator with strong

relationship / interpersonal skills. Ability to build trust and effectively network with stakeholders. Integrity and high ethical standards, acting with discretion at all times. Strong understanding of subsidiary governance, with a particular focus on subsidiary interaction with parent entity/business unit. Able to work proactively under own initiative, prioritise, handle time pressure and manage multiple projects at the same time with flexibility to adapt to shifting expectations. For more information, please contact me at Poppy.Taylor@ssq.com or on 07534087034

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