

Assistant Company Secretary

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Company: HBL Bank UK

Location: London Area

Category: business-and-financial-operations

Job Purpose Working with the Company Secretary to provide full support to the HBL Bank UK Ltd Board and its Members. Organize and administer all Board meetings and set up and maintain a comprehensive and easily referenced filing system. Take and write up Board and Committee minutes to a high standard.

Key Accountabilities and Responsibilities Work with the Company Secretary to establish and embed a robust and sustainable Company Secretarial function that can support and advise the Bank's Board of Directors. Responsible for: Taking and writing up Board minutes to a high level is key in this role. Preparing Board and Committee agendas with the Company Secretary, collating and distributing meeting packs, attending and minuting meetings and following up with actions. Managing Board Governance documentation MRM and Companies House filings Managing and loading all Board and Committee Papers digitally on the Board Papers system for Director ease of reference. Organising and filing all Board documentation in an indexed easy to reference filing system. Forward planning and coordination of Board meetings. Managing all Companies House filing requirements. Production of a Company Secretarial Process Manual. Preparing a calendar of all regulatory and company house filings. Liaising with the parent bank (HBL Ltd) as necessary to deliver reporting requirements and retrieve data where necessary. Keep an up to date database and filing system of all Director's information, HMRC forms, and declarations of interest. Assist the Company Secretary with Board reviews, end of year evaluations and Board audits. Maintain and update the Board skills matrix. Work with Company Secretary to organise Board training and update the Board on latest Governance trends. Management of Board and Committee policies ensuring standards are consistently maintained and that process

and due diligence is adhered to. Client-Centric Approach - Cultivate and maintain strong client relationships based on trust, integrity, and a commitment to meeting clients' financial goals while adhering to Consumer Duty principles. Transparent Communication and disclosure - ensure that clients fully understand the costs associated with various products and services. Continuous Regulatory Compliance - Stay abreast of industry regulations and updates related to Consumer Duty. Implement and uphold ethical and regulatory standards. Experience, Skills and Competencies Significant experience of supporting a company secretary or working within a company secretarial function. May have been a Company Secretary previously. Very strong administration and organizational skills. Strong minute taking and writing skills are the key to this role and the successful candidate must be able to demonstrate an ability to interpret Board discussion and write excellent minutes. Ability to organize and manage a complex filing system that meets the needs of the company secretary and Board. Clear concise communicator with good inter-personal skills. Maintain confidence and integrity at all times. Strong word and power point skills essential. Systems proficiency and knowledge of the digital Board Papers management system preferable. Must be able to demonstrate possesses a pragmatic can do approach. Job context Conduct Rules The incumbent is subject to the Individual Conduct Rules as outlined in the FCA Handbook COCON Section 2. HBL Values The incumbent must exemplify & abide by the HBL UK Values, Commitments & Behaviours: Integrity – Be Ethical & Fair Customer Centric – Deliver Great Experiences Value People – Respect, Empower, Appreciate Progressive – Innovate & Challenge Excellence – Be Your Best Frameworks & Policies This is a 1st line of defence role and as such must ensure full compliance with the Bank's policies and frameworks relating to: Compliance, Human Resources, IT & Information Security, Health & Safety, Risk & Credit, Operational Risk, Conduct Risk, Vendor Management, Whistleblowing, Complaint Handling, New Products, Services and Promotions, Expense Management & Internal Audit. Career Growth and Advancement at HBL Bank UK At HBL Bank UK, we prioritise career growth and advancement for our employees. To ensure clarity and transparency, we have developed a Career Path Framework that outlines the skills, competencies, qualifications, and behaviors necessary for success in each role. This framework serves as a guide for employees to understand the requirements and expectations of their current position and provides a clear path for career progression within the organisation. We believe that by providing employees with a well-defined career path and the necessary learning and development opportunities, we can support their professional

development and help them achieve their career aspirations within HBL UK.

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