

Assistant Company Secretary

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Company: Taylor Root

Location: London Area

Category: other-general

We have partnered with a global Insurance firm, who are looking for an Assistant Co-Sec to join their team based in London! You'll be working closely with the Company Secretary to ensure that the company complies with statutory and regulatory requirements whilst maintaining high standards of corporate governance. Currently operating on a hybrid working basis of 2 days per week in office. This position is a great opportunity for those who are keen to progress within their career, as there is a clear path of progression into a deputy Company secretarial position internally within the team. Some of the roles Responsibilities: Supporting the Company Secretary with execution and implementation of responsible business strategy, including project work on Sustainability, Environmental, Social and Governance related matters. Leading on governance arrangements (including organising and minuting meetings) for various Boards, Board Committees, Management Committees and overseas entities. Also leading on specialist projects, including but not limited to mergers and acquisitions, share capital reductions, company wind ups, drafting governance resources, Board and Committee Effectiveness Reviews, Director onboarding and training. Expectations of Applicants: Associate of The Chartered Governance Institute UK and Ireland status or higher level (CGI Qualified) Experience with Company Secretarial software such as Diligent Blueprint and Electronic Board pack software. Strong interest in governance related matters, including but not limited to Responsible Business, Sustainability, Environmental, Social and Governance related matters - Experience would be a plus but an interest is minimal. Strong minute-taking skills. Experience within FS or Insurance (other highly regulated environment's may be considered)

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