

Company Secretary, Company Matters

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Company: Link Group

Location: United Kingdom

Category: other-general

Overview

You'll be working as a **Company Secretary** in our award-winning company secretarial business, **Company Matters**, one of the largest company secretarial providers in the UK and well-known for its expertise in corporate governance advisory services and company secretarial administration. Company Matters forms part of Link Group's Corporate Markets division and benefits from having close links with our registrars and share plan teams, and our sister businesses – Orient Capital and .

As a Company Secretary, you will manage a varied portfolio of clients, including high-profile listed companies, providing end to end support, covering Board facing responsibilities, statutory and regulatory compliance, governance and best practice advice.

You'll be based either full-time or on a hybrid basis from whichever of our stunning offices is within a commutable distance for you. They are in Exeter city centre, Gresham Street in London and Leeds city centre.

Please note that we require demonstrable experience of working as a Company Secretary in the UK to ensure we can support our clients in the best possible way.

What you'll be doing:

- Providing full support to private and listed company Boards and Committees, which will include attendance at meetings in a minute taking and advisory capacity
- Ensuring compliance with all Stock Exchange requirements, including listing, statutory and regulatory requirements, Stock Market announcements and compliance with Market Abuse Regulations (MAR)

- Organising and managing the AGM (Annual General Meeting), in addition to other meetings, including the preparation of all relevant notices
- Preparing and filing the relevant statutory submissions and returns on behalf of clients
- Providing advice and guidance on UK corporate governance best practice to a diverse portfolio of clients
- Drafting and reviewing of the non-financial section of Annual Reports and Accounts, preparing and filing of relevant statutory submissions and returns on behalf of clients and project managing the process where appropriate
- Overseeing, training and supporting more junior colleagues, enabling them to develop their career
- Maintaining corporate registers, Director details and records for client entities from a regulatory, statutory and governance reporting requirements perspective
- Preparing, coordinating and releasing regulatory announcements on behalf of client companies using a range of RIS portals

What we're looking for:

- The drive and desire to work in a fast-paced environment balancing conflicting deadlines
- Demonstrable UK experience in a listed company, Board facing and / or with investment trust experience
- Exceptional verbal and written communication skills and influencing skills, enabling you to build and maintain relationships with intermediaries, third parties and key client contacts
- Meticulous attention to detail, with excellent organisational and project management skills
- The ability to integrate into a dynamic team, working in a collaborative manner
- Commercial awareness, with the drive and desire to contribute to a growing business
- A CGI (Chartered Governance Institute) qualified or part-qualified Company Secretary with demonstrable UK experience working in a Company Secretary role, ideally within a professional services environment or a desire to be part of one

About Link Group / Corporate Markets / The Team:

Company Matters is a market-leading, trusted, comprehensive company secretarial business with offices in London and Exeter. They provide specialised, tailored support to company secretaries and the boards of a wide range of UK-listed and unlisted companies in different sectors and stages of maturity. They provide a dedicated relationship team with market

leading expertise and experience, offering short and long-term practical support, open and regular communication and easy access to services for listed international organisations.

Company Matters supports domestic and international clients with all aspects of their company secretarial needs, from governance advice to statutory compliance and have a long-standing reputation of providing class-leading services to UK listed businesses.

A global, digitally enabled business connecting millions of people with their assets – safely, securely and responsibly.

From equities, pension and superannuation to investments, property and other financial assets, we partner with a diversified portfolio of global clients to provide robust, efficient and scalable services, purpose-built solutions and modern technology platforms that deliver world class outcomes and experiences.

Our Corporate Markets division provides clients with a comprehensive corporate markets offering that connects issuers to their stakeholders. Our uniquely integrated range of corporate markets capabilities includes shareholder management and analytics, stakeholder engagement, share and unit registry (transfer agency), custody, fund administration, and employee share plans. We also offer company secretarial support, as well as various specialist offerings such as all types of insolvency solutions and class action services. We operate in twelve countries throughout Australasia, Asia, Africa, the Middle East, United Kingdom and Europe.

Our teams combine a wealth of industry experience with a rigorous focus on client management to deliver a premium service underpinned by market leading technology platforms.

What's in it for you?

- A competitive salary plus benefits.
- 23 days' holiday to start, (rising to 25) plus Bank Holidays, with the opportunity to buy extra leave.
- Company matched pension scheme, life assurance, a cycle2work scheme, fully paid maternity, adoption and shared parental leave, paternity pay...and plenty more.
- Voluntary benefits designed to suit your lifestyle – from discounts on retail and socialising, to health & wellbeing, travel and technology.
- The possibility of working from home, flexible working or working part-time options are available.
- You'll get the chance to follow your chosen career path anywhere in Link Group. You'll be joining a network of 7,000 experienced, innovative and dedicated individuals across

multiple teams and countries. There are countless opportunities to learn new skills and develop in your career and we'll provide the support you need to do just that.

What we hope you'll do next:

Choose 'Apply now' to fill out our short application, so that we can find out more about you.

We're an equal opportunity employer, which means we'll consider all suitably qualified applicants regardless of gender identity or expression, ethnic origin, nationality, religion or beliefs, age, sexual orientation, disability status or any other protected characteristic. We recruit and develop our people based on merit and their passion and we're committed to creating an inclusive environment for all employees.

Candidates must have the relevant work rights to be considered for an opportunity at Link Group.

Successful applicants will be required to complete background screening prior to commencement of employment.

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