

## Company Secretary

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Company: Goodman Masson

Location: London

Category: other-general

Responsibilities: Board and Governance Coordination Responsible for preparing board meeting materials, setting agendas, and coordinating timelines to meet reporting deadlines. This includes collaboration with external Company Secretary teams Provide support for various legal functions and projects, such as enhancing legal team processes, contributing to regulatory implementation projects, and responding to internal audit and regulatory engagement requests Skills: Prior experience in managing or coordinating Board/governance arrangements, with a preference for candidates familiar with Companies House and other international registry filings A background in the financial services or asset management industry is highly desirable Exceptional organizational and efficiency skills, with a proactive approach to workload management Strong communication abilities, capable of effectively working with and managing multiple stakeholders Experience with technology solutions for Board and legal processes is advantageous An exceptional eye for detail is crucial A high degree of personal and professional integrity is expected If interested, please apply. Alternatively, email [chris.norton@goodmanmasson.com](mailto:chris.norton@goodmanmasson.com) In our company values we aim for equity at all stages of the recruitment process, please let us know if we can do anything to make the process more accessible to you.

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