

Senior Company Secretary

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Company: Bruin

Location: London Area

Category: other-general

Senior Company Secretary
Location: London
Role: Full-time/ Permanent
Salary: Competitive + Bonus + Benefits
WFH: Hybrid working model
Reporting to: Group Company Secretary
Direct Reports: N/A
Job Role: You will support the team in delivering an efficient company secretarial and governance advisory service to ensure a clear focus on the strategic agenda, effective meeting management, timely production of minutes and tracking of actions.
Key Accountabilities: Providing company secretarial services to several entities within the business; drafting agendas, minutes and actions, planning meetings as required, researching and drafting papers. Planning, scheduling and reviewing relevant materials submitted to the various Boards & committees and advising on all associated governance matters. Advising on the practical application of regulatory requirements and corporate guidance best practices. Interacting with key stakeholders on all aspects of corporate governance relating to the relevant entities. Managing, and ensuring compliance with, best practice governance procedures. Supporting and occasions leading ad hoc projects as required. Develop and maintain information flows with senior management. Prepare and present papers and communicate appropriate recommendations for action. Support training and development of junior members of the team.
Skills Required: A Qualified Company Secretary or Lawyer or similar qualification. Understanding and experience of corporate governance models, theories and practice in a financial services environment. Experience working in the banking sector or regulated financial services organisation. A skilled communicator with a track record of influencing a wide range of audiences ensuring alignment and common purpose. Proven negotiation skills at a senior level demonstrating gravitas and providing confidence to key

stakeholders. Knowledge of company secretarial, governance and regulatory environment pertaining to large complex financial services organisations. Excellent written communication skills and ability to absorb complex information and simplify. Ability to operate at pace and adapt to a fast-changing internal and external environment. Skilled communicator with a track record of ensuring alignment and common purpose. Our ambition is simple – to do our best for our people, clients and communities. We are determined to make a positive difference at work and beyond - this starts with hiring the best talent without consideration of race, religion, colour, national origin, age, gender, sexual orientation, marital status or disability.

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