

Role Profile – Assistant Company Secretary

Purpose: Supporting the Company Secretary in providing high quality, professional company secretarial support for entities within the Benenden group.

The post holder will:

- Support the development of corporate governance best practice in all entities within the Benenden group.
- Provide comprehensive company secretarial support to a number of boards and board committees, including liaison with the Chairman, preparation of agendas, creation and collation of board packs, taking minutes following up on action points and providing governance advice.
- Maintain board and board committee calendars, seeking and monitoring director availability for additional meetings as necessary.
- Maintain accurate documentation of corporate governance activities and processes, including updating and maintaining the statutory books for subsidiary companies.
- Manage and administer the group policy framework, including maintenance of policy templates and guidance documentation and serving as the primary point of contact for advice on policies.

Reporting Lines



Key Result Areas

For designated boards / committees:

- Manage the preparation, collation and distribution of agenda and papers.
- Provide support to Chairmen and directors / members including attendance at meetings, minute-taking and providing governance advice.
- Manage boards / committees between meetings including following up action points, maintaining rolling agenda and maintaining committee calendars.
- Develop and maintain strong working relationships with Chairmen and directors / members.
- Ensure delivery of transparent and open communications across the board and committees.
- Assist in development and implementation of annual Board effectiveness reviews.
- Maintain statutory records and registers and submit statutory returns.

Manage the group policy framework including:

- Maintain policy templates, guidance and the annual calendar for policy reviews.
- Liaise with policy owners to ensure policy reviews are carried out on schedule.
- Ensure consistent application of the policy framework.

Measurement

Against the specific objectives and targets agreed within the Performance & Development Review (PDR) process.

Maintains accurate documentation of corporate governance activities and processes, including board/committee statutory books, agendas, papers and minutes.

Maintains accurate documentation of policy framework.

Skills and Experience

Relevant professional qualification, e.g. ICOSA part-qualified or qualified, or be prepared to study towards this.

Experience in a company secretarial or senior administrative environment.

An effective communicator with excellent interpersonal skills and experience of board level interaction.

Strong organisational skills with the ability to manage multiple tasks and prioritise accordingly.

Ability to operate autonomously and as part of a team.

Attention to detail with excellent verbal and written communication skills.

High degree of discretion and professionalism.

Values

- **Be Caring**
- We know what we do matters
- We're proud and enjoy what we do
- We promote a culture of care, respect, compassion and wellbeing
- We protect the mutual ethos
- **Be Connected**
- We collaborate and share across teams, departments and the business
- We listen to understand each other and our members' needs
- We support one another by having open and honest conversations
- We recognise that we're stronger together
- **Be Brave**
- We embrace change
- We challenge and ask 'why' as well as 'why not'
- We always want to learn
- We are not afraid of trying new concepts and ideas
- **Be Smart**
- We approach problems with a solution mind-set
- We actively seek to improve and be better and we learn from our mistakes
- We spend members money wisely
- We're invested in the future of our business