



JOB DESCRIPTION

Job title
Company Secretarial Assistant
Name of person or job role reporting to
Company Secretarial Manager
Role & Responsibilities
<ul style="list-style-type: none">• Maintaining statutory books, including registers of members, directors and secretaries, as well as all company records• Ensuring complete records are received from our newly-acquired businesses and properly recorded on Diligent Entities• Completing statutory filings, including Confirmation Statements• Assisting with the organisation of Board Meetings and paperwork relating to the approval of company accounts and dividends.• Supporting subsidiary compliance including working with global advisors on the maintenance of statutory registers and corporate filings.• Responding to KYC and tender requests• Dealing with ad hoc queries from group companies
Qualifications/Experience
<ul style="list-style-type: none">• CGI part or fully qualified with at least 2-4 years' relevant experience and looking to gain a wide range of company secretarial experience in a busy and dynamic corporate governance environment.• Proficient in Microsoft Office and Outlook• Experience using Diligent Entities is desirable• Good attention to detail• Well organised, with the ability to show initiative• Flexible with a 'can do' attitude• Comfortable taking on responsibility and looking for an opportunity to broaden and develop their professional skills and experience in a challenging and dynamic environment
<p>I hereby agree that I have read and understood the job description.</p> <p>Signed _____ Date _____</p> <p>Name _____</p>