

## DEPUTY COMPANY SECRETARY, REGULATORY AND RISK MANAGEMENT

LONDON

REPORTING TO: GROUP COMPANY SECRETARY AND REGULATORY DIRECTOR

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### JOB PURPOSE

To manage the day to day Company Secretarial function and to provide the services required to support the governance framework, Group Boards and sub-committees.

To be appointed as the Company Secretary of the Jubilee Group Distribution and Administration companies, to establish an efficient and effective governance framework and to manage Corporate compliance matters.

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### KEY TASKS

- Provide an efficient and effective Company Secretarial service to UK group companies
  - Provide technical support in monitoring Group compliance with corporate governance best practice, constitution and arrangements for the delegation of authority
  - Ensuring compliance with UK Companies Act including filing of statutory returns and maintenance of company records (using Blueprint)
  - Arranging Board and Shareholder meetings, circulating Notices, Resolutions and Minutes
  - Attending the Distribution and Administration Board meetings and Group Committees to take the minutes. Prepare schedules of Board / Committee actions and to work with the business to ensure completion
  - Maintaining registers and licenses (where appropriate) to other relevant legislation including Data Protection, NLA, CLA and Consumer Credit
  - Facilitating annual declaration sign off in accordance with Group policies, such as conflicts of interest.
  - Preparation of corporate and individual shareholder communications
  - Assisting in the drafting and review of Group Policies.
  - Providing Group training on Group Governance, Policy and related matters.
  - Arranging the Group general insurance programme
  - Managing related corporate matters in relation to Lloyd's and the FSA, such as Approved Persons, Controllers and Close Links
  - Assisting with associated Group projects relating to governance and compliance matters
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## KEY TECHNICAL SKILLS/KNOWLEDGE/PROFESSIONAL QUALIFICATIONS REQUIRED:

### EDUCATION & QUALIFICATIONS

- ACIS qualified

### SKILLS AND ABILITIES

- Strong personal organisation and planning skills
- Strong written and verbal communication skills
- Strong Word skills and reasonable Excel skills
- Touch typing
- Practical working knowledge of Blueprint

### KNOWLEDGE & EXPERIENCE

- Financial services and Lloyd's experience would be an advantage
  - Solvency II awareness would be an advantage
  - Experienced minute taker
  - Up to date Companies Act knowledge
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## KEY PERSONAL SKILLS REQUIRED

### APTITUDE AND DISPOSITION

- Self-motivated, flexible and enthusiastic
  - Strong interpersonal skills with a proven ability to negotiate and communicate effectively with stakeholders at various levels, both verbally and in writing
  - Professional approach to successfully interact with senior management/colleagues
  - Attention to detail
  - A "can do" attitude
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