**Job Description** - **Senior Company Secretarial Assistant / Assistant Company Secretary – Permanent Full Time / Hybrid - Glasgow reporting into Deputy Company Secretary.**

**A Senior Company Secretarial Assistant / Assistant Company Secretary with prior PLC experience to be part of a small Secretarial team.**

This role would best fit a Senior Company Secretarial Assistant or Assistant Company Secretary currently operating within a listed company or perhaps supporting listed companies via professional services. The focus will be mainly on the experience level and fit within a very supportive and collaborative team.

**BOARD SUPPORT**

* Manage the logistics of Board and Committee Meetings in Ireland.
* Manage the collation and distribution of Board and Committee papers via Diligent.
* Maintain rolling calendars of events, i.e. Board calendars, Agenda Planners, Board paper timetables, Board and Committee Schedules.
* Produce Company Secretarial Calendar.
* Manage the process around the signing of Board and Committee minutes.
* Support the Annual General Meeting (AGM) process and manage the AGM logistics, working closely with the key stakeholders.
* Provide administrative support for the Non-Executive Directors.

**STOCK EXCHANGE**

* RNS & FCA issue of standard Stock Exchange Announcements, e.g. share dealings, blocklistings, total voting rights.

**STATUTORY COMPLIANCE FOR SUBSIDIARIES**

* Maintaining statutory books and other key governance processes in relation to Irish and UK law.
* Oversee the entity software platform, GEMS.
* Prepare and filing of statutory and regulatory filings with the CRO (Ireland) and Companies House (UK).
* Oversee the Statutory Annual Report and Accounts approval process.
* Oversee the filing of the Annual Accounts, Confirmation Statements.

**SHARE DEALING**

* Ensure insider dealing policy is implemented across the group and records are maintained.
* Updating the platform for insider dealing.

**OTHER**

* Mentor/coach the Company Secretarial Assistant.
* Support the Deputy Company Secretary on corporate projects.
* Supporting the production of the Annual Report and Notice of Meeting.
* Assist with the roll out of Board/Committee templates.
* Supporting the Deputy Company Secretary in the launch/delivery of strategic governance initiatives and projects across the business.
* Draft Company Secretary procedure manual and notes on the various tasks.
* Update the Company website.
* Prepare Governance Tracker of new regulations.
* Support to Deputy Company Secretary on Governance related matters to include new Board appointments, Board Performance Reviews, Board Induction Programme.
* Assist with the general administration of the department and to provide continuous improvements.
* Assisting the Deputy Company Secretary with ESG Board/Management Committee.

**SKILLS & EXPERIENCE**

* Prior experience of working in a UK Listed Company Secretarial team is essential with at least 5 years of company secretarial experience (desired).
* CGI (ICSA) Qualified or studying CGI (ICSA) qualifications (or relevant experience desired).
* Demonstrable knowledge of UK Companies Act, and other corporate legislation, corporate governance codes and best practice, and other regulatory codes and frameworks.

**ATTITUDES & BEHAVIOURS**

* Highly organised, process driven with excellent attention to detail.
* A good level of IT literacy, systems GEMs/Diligent/Insidertrack.
* An aptitude for forward planning.
* Flexible attitude, able to cope with unexpected and varied demands.
* Self-motivated, pro-active and always looking to contribute to the team’s overall objectives.