

<b>Job title:</b>	<b>Senior Company Secretarial Assistant</b>
<b>Directorate:</b>	<b>Governance</b>
<b>Date written:</b>	<b>April 2024</b>
<b>Notice period:</b>	<b>1 Month</b>
<b>Grade:</b>	<b>GGs-10</b>
<b>Job code:</b>	<b>1649</b>

### **Purpose of job**

Provide expert and appropriate advice to Regional Boards and Committees as required, enabling them to carry out their duties effectively and in compliance with Terms of Reference and delegated authorities

Support the delivery of governance and assurance activities throughout the Group ensuring the continuous high standards of governance and assurance

Ensure that all administrative activities are completed to ensure high standards of governance

### **Key duties and responsibilities**

- Provide high quality, professional and comprehensive company secretarial services to key internal and external stakeholders.
- Managing committees (including but not limited to People and Culture Committee and the Treasury Committee and South Regional Board) meeting processes preparing relevant materials, and taking and producing timely, high-quality minutes.
- Tracking actions and follow-ups from regional board/committee meetings as required.
- Provide company administrative secretarial support to the Group Board by ensuring all papers are published in a timely fashion via any board portal in use from time to time and the action tracker is maintained.
- Maintaining board and committee records and all related documentation.

- Provide the Board and its Committees with an annual assurance report demonstrating that the Board and its Committees are operating within the delegation framework and the terms of reference.
- Statutory compliance work for all Abri subsidiary companies ensuring the maintenance of statutory records and ensuring timely submission of statutory filings at Companies House using software in use from time to time.
- Administer the statutory registers including the Register of Board Directors, Register of Company Members, Register of Board Directors' Interests, ensuring that annual declarations are undertaken, and reporting of use provided to the Board and Committees as appropriate.
- Support subsidiary boards as required, including the collation and dissemination of papers and timely minute taking.
- Draft procedural notes for company secretarial tasks on an ongoing basis.
- Manage and oversee Board members payment and expenses, providing advice and support when required.
- Ensure that the governance related policies and procedures are kept up to date at all times.
- Assisting senior members of the company secretarial team in the effective management of the team's workload and responsibilities.
- Taking on management responsibility, as and when required.
- Support ad-hoc governance projects.
- Any other duties relevant to the role.

**Knowledge, skills and experience required.**

- Substantial experience of working in a regulated environment with Boards and Committees (not necessarily within the housing sector) or other highly regulated environments.
- Degree in relevant subject matter i.e. Law, Business Administration, or a related field
- Strong understanding of regulatory requirements, codes of governance etc.
- Understanding of company law/charity law and corporate governance
- Part qualified member of chartered governance institute (CGI)

- Proven experience of taking good quality minutes (essential)
- Knowledge of Diligent (desirable).
- Knowledge of Blueprint (desirable)
- Motivated and enthusiastic with the ability to work under pressure and prioritise workloads to deliver an outstanding service, with the necessary gravitas.
- Flexible team player personality, with a natural ability to work on their own or within a team in a rapidly changing environment and multi-task.
- Excellent written and analytical skills with sound literacy, numeracy and IT skills with practical knowledge and experience of Microsoft applications (sharepoint, Onedrive).
- Excellent communication skills to establish and deliver data requirements for internal customers and the business.
- Ability to demonstrate exceptional organisational skills and ability to prioritise own workload effectively, working under own initiative whilst meeting strict deadlines and maintaining excellent attention to detail.
- Full clean driving licence and/or ability to travel in a timely and efficient manner to visit other offices and attend meetings, frequently located in areas not covered by public transport.
- Demonstrate our Values and Behaviours