

## Job Description

Job Title	<b>Company Secretary</b>
Reporting to	The Executive Team (TBC)
Purpose	Maintain day-to-day administration of the Group's company secretarial requirements. Support and advise the Group in its corporate governance and strategic objectives.

Key Responsibilities	Specific Tasks	Business Objective
Day-to-day administration	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>• Maintain statutory records for all Group companies</li> <li>• Submit all necessary documentation to Companies House for all Group companies within statutory deadlines</li> <li>• Oversee and assist in preparation of Board and Committee papers</li> <li>• Minute taking at Board and Committee meetings</li> </ul>	Maintain high quality statutory records and compliance to demonstrate strong corporate governance
Advisory	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>• Develop working relationships with business areas and board members</li> <li>• Review legal documentation and advise on business transactions, potential transactions and projects as required</li> </ul>	To assist in achieving Group business goals and objectives.
Other	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>• Maintain and update working knowledge of company secretarial laws and regulations, including new filing practices, deadlines, and any company-specific information.</li> <li>• Attend work at any Newable office as required.</li> <li>• Act at all times in accordance with the culture and values of the wider Newable Group.</li> <li>• Any other ad-hoc task as may be required.</li> </ul>	To assist in achieving Group strategic objectives and ensure compliance with statutory requirements

## Candidate Profile

Element	Essential	Desirable
Skills	Attention to detail Good organisational skills Excellent written and verbal communication	
Qualities	Team player Can do attitude / self-motivation Flexible approach to work and the ability to adapt	
Knowledge and Experience	Previous experience with company secretarial duties and compliance Good time management	

## Conditions and Remuneration

Starting salary	Competitive
Benefits	Newable Benefits Package
Hours	Permanent, part-time (3 days)
Location	140 Aldersgate Street, London

Newable is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. Disabled people who meet all of the essential criteria will be invited to interview.