

JOB TITLE	Company Secretary Assistant
JOB REFERENCE	LS001
DEPARTMENT/TEAM	Company Secretarial / Group Legal

OUR HISTORY

Hansard Global Plc is a listed company on the London Stock Exchange since 2006. The focus of the Hansard group is the international sale of life assurance products with a primary focus being on unit-linked products to ex-patriate customers based in various countries around the world. There is a truly global feel to Hansard, with a workforce based across the Isle of Man, Ireland, Malaysia, Dubai, Chile and Japan working together to achieve our goals.

Please visit [Hansard.com](https://www.hansard.com) for further information.

THE ROLE

This role supports the Company Secretarial Team with the effective administration of Hansard's governance framework, while providing structured exposure to the responsibilities of a chartered secretary/governance professional in a listed group environment. The role is focused on developing practical experience in board and committee support, statutory and corporate record keeping, entity administration, regulatory filings, governance reporting and the maintenance of company secretarial systems and records. The successful candidate will be supported to build technical knowledge, professional judgement and governance skills through hands-on involvement in meeting cycles, board materials, action tracking, statutory registers and wider company secretarial processes. Hansard will provide study support towards relevant CGI/Chartered Governance qualifications, subject to the applicable study support policy.

KEY RESPONSIBILITIES

- Support board, committee and governance meetings as part of a structured trainee development role, including scheduling, agenda preparation, board pack collation and circulation.
- Assist with the maintenance of company secretarial records, statutory registers, governance trackers and corporate records, developing an understanding of good governance practice and statutory record keeping requirements.
- Support the preparation, review and organisation of meeting materials, governance updates, action logs and supporting papers, learning how information is presented to boards and committees.
- Track actions and information requests arising from board, committee and governance meetings, helping to ensure timely follow-up and clear accountability.
 - Assist with statutory and regulatory filings, notifications and returns, gaining practical experience of corporate compliance obligations and governance deadlines.
 - Support entity administration activities, including maintaining company information, director and officer records, group structure information and other corporate governance data.
 - Develop and maintain governance reporting mechanisms, including Excel spreadsheets, action trackers, entity records and board reporting tools, with guidance from senior members of the team.
 - Build knowledge of company secretarial procedures, governance standards and listed company administration through supervised practical work and professional development.
- Collate data to support quarterly governance reporting for the relevant companies, including board reporting, committee reporting, as well as ad-hoc reports where required.
- Support the Company Secretarial Team with board pack collation, minute and action tracking, record keeping and data management through relevant internal systems.
- Assist with the maintenance and improvement of company secretarial processes, templates, calendars and checklists, contributing ideas as knowledge and confidence develop.

PERSONAL AND PROFESSIONAL REQUIREMENTS

SKILLS AND EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Educated to A-Level standard (or equivalent) and a willingness to learn and develop professionally.	Essential	CV
Previous experience in corporate administration or a similar administrative role, with an interest in developing as a governance professional.	Desirable	CV
Currently studying towards, or willing to study towards, a CGI/Chartered Governance qualification, with study support available subject to the applicable study support policy	Desirable	CV
Ability to build positive working relationships with colleagues	Essential	Interview
Highly self-motivated, with a willingness to participate in and actively support process improvements	Essential	Interview
Passionate about delivering excellent customer service	Essential	Interview
Strong verbal and written communication skills, with the ability to engage effectively with a wide range of audiences	Essential	Interview
Proactively manage and prioritise own workload in line with governance calendars, board and committee cycles, filing deadlines, study commitments and departmental needs	Essential	Interview
Ability to manage own performance in a busy and challenging environment	Essential	Interview
System Knowledge		
Competent in Microsoft applications, including Word, Outlook, SharePoint, PowerPoint and Excel	Essential	CV/ Interview
Knowledge of SharePoint	Desirable	CV/ Interview

OUR VALUES AND BEHAVIOURAL COMPETENCIES

We are passionate about how we do things at Hansard and in supporting an environment where our people can thrive.

Built around our core values of **Respect, Integrity, Quality, Trust** and **Innovation** and guided by our behavioural competencies, it's important that you play your part in supporting our Culture and execute your key responsibilities in line with these Values and Competencies.