

LIBF

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:		Job Title:	Company Secretary
Reports to:	Chief Executive (with a dotted line to the Chairman and Board for governance matters)	Location:	Canterbury
Department:	Corporate Governance, Legal & Compliance	Job Family:	Director

SECTION 2

DEPARTMENT STRUCTURE

Please see Appendix A attached.

SECTION 3

OVERALL JOB PURPOSE

(What is the purpose of the job?)

Ensuring effective corporate governance arrangements are in place that fulfil the requirements of the Institutions Royal Charter and By-Laws, and any other corporate rules and regulations as may be applicable to the group of companies.

SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

- Overall budget to be confirmed, spending authority of £10,000.
- Responsibility for line management of a small number of staff where required.

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

(This area outlines in more detail the duties of the post holder).

- **Corporate Governance**
 - Act as Secretary to the Board of Governors, Audit Committee, Remuneration & Nominations Committee.

- Guide the Chairman and Board on their responsibilities under the rules and regulations to which they are subject and on how those responsibilities should be discharged.
- Ensure that effective procedures are in place for the preparation and conduct of meetings and any post-meeting actions.
- Ensure good information flows within the Board and its Sub-Committees and between senior management, as well as facilitating induction and assisting with professional development as required.
- Provide support and guidance to members of the Board and the Senior Executive Team on all matters of corporate governance.
- Devise, implement and maintain an appropriate approach to monitoring and enhancing Board effectiveness that meets the needs of the Chairman and the Board, aligned with sector good practice.
- Ensure relevant records are kept and made available as appropriate including a record of Board and Sub-Committee meetings and register of trustees.
- Liaise with the Privy Council, Charity Commission and Companies House as required.
- Assist with the production of the institutions annual report, reviewing non-financial aspects.

CONTACTS AND INFLUENCE EXERCISED

(Type, number and seniority of contacts, impact of influence)

The Company Secretary is a member of the Senior Executive Team, reporting to the Chief Executive with a dotted line to the Chairman for matters of governance. The nature of the role entails wide ranging contacts across the organisation influencing decisions that affect governance. The Company Secretary is expected to develop and maintain an extensive range of external contacts to support the organisations needs along with their own development and knowledge of good practice and changes to legal and regulatory requirements.

DECISIONS

(How much freedom is there to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision?)

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	√
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	√

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance	√

Examples of the decisions that are generally made by the job holder

- How to effectively implement the Boards approach to Board effectiveness

DEFINITION /CLARITY

The role is defined.

ANY ADDITIONAL FEATURES OF NOTE

None

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PERSON SPECIFICATION

Job Title: Company Secretary

Reports to: Chief Executive (*with a dotted line to the Chairman and Board for governance matters*)

Department: Corporate Governance, Legal & Compliance

Qualifications, knowledge and professional memberships	Essential /desirable?	
A minimum of 3-5 years of experience working as a company secretary or in a similar corporate governance role.	E	
Previous experience working in a similar role or areas such as governance and compliance	E	
Technical competencies (skills and experience)	Essential /desirable?	
Understanding of corporate governance best practices and compliance requirements	E	
Excellent communication and interpersonal skills, with the ability to liaise with board members, senior executives, and external stakeholders.	E	
Strong attention to detail and accuracy in preparing and maintaining company records and documentation	E	
A diplomatic approach and the confidence to provide support to senior staff and board members	E	
Ability to develop new and review existing constitutional provision	E	
Effective facilitation skills	D	
Strong administrative skills and an aptitude for using IT software including Microsoft Office and Sharepoint	D	
Ability to provide innovative and effective solutions gaining “buy in” from colleagues and external agencies	E	
Ability to identify and resolve issues arising from activities of all types.	E	
Integrity and discretion when handling confidential information	E	
Ability to work under pressure and manage multiple tasks simultaneously.	E	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced
Communicating effectively	E	En
Business thinking	E	En
Developing Yourself	E	C
Getting things done to achieve results	E	En
Digital Capability	E	C
The Customer Experience	E	En

Managing quality and standards	E	En
Applying judgement and taking decisions	E	En

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date

LIBF