



Job Description

Job title: Corporate Governance Administrator
Department: In House Legal Department
Jurisdiction: Jersey

Purpose of the role

The applicant would be responsible for providing secretarial services, board support and other corporate governance related duties to the various In-House entities. The applicant would be reporting directly to the Head of the In-House Legal Department, and would be working within a small team.

Key Responsibilities

- Provide full board support to In House entities including creation of agendas, collation and distribution of board packs and liaising with relevant business directors, management of board meetings including, producing detailed board minutes, distribution of board minutes, arranging for signature and carrying out any post-meeting actions as required.
- Provide ad hoc support to directors of the In House entities as required.
- Dealing with correspondence and administrative matters from external service providers.
- Assist with file reviews of In House entities.
- Maintenance of the due diligence documentation on existing directors and shareholders of In House entities and obtaining due diligence documentation in respect of new directors and shareholders.
- Assisting with filings or notifications to the relevant regulatory authorities including ensuring that corporate records are updated as appropriate.
- Maintenance of the Authorised Signatory Lists for the In House entities.
- Assisting with the documenting and implementing of policies and procedures.
- Assisting the team with team-specific reporting on business service levels; and
- Such other duties as the firm may reasonably require from time to time.

Competencies

- Previous experience in industry and or/ professional practice with relevant ICSA/STEP/ACCA qualifications.
- Accuracy and attention to detail
- Proficient in Word/Outlook and a working knowledge of Excel
- Administrative and document management experience
- Superior organisation, administration and communication skills to undertake work at a high-level and of a confidential nature
- Ability to efficiently manage own time and prioritise workflow
- Ability to adapt to the continual roll-out of innovative tools and processes
- Supportive of and able to demonstrate agile and flexible working

Regulatory information can be found at ogier.com