

JOB SPECIFICATION

Job Title:	Company Secretarial Officer
Company	Legis Corporate Services Limited
Location:	Guernsey
Reporting to:	Trust & Company Managing Director
Roles Reporting to this Position:	Company Secretarial Administrator

Legis Group:	<p>Legis has been providing multi-jurisdictional corporate and trust structures and supporting administrative services, to institutional and private clients for over 30 years.</p> <p>The Legis Group companies carry on operations from the independent jurisdiction of Guernsey, Channel Islands, including administration of client entities registered in other jurisdictions.</p> <p>Legis Corporate Services Limited is the principal operating company of the group. It employs all the Legis personnel and acts as corporate secretary to client companies, providing the necessary statutory services to maintain a company in good legal standing and providing such other company administration services as are agreed with the client and the company in question.</p> <p>Legis Trust Limited is the main corporate trustee of the group. It acts as corporate trustee to private and charitable trusts established by or on behalf of clients to enable the safekeeping and preservation of assets and it provides trust administration services in respect of assets held in trust.</p> <p>Legis Fund Services Limited is the principal fund administration company of the group. It provides fund administration services, including secretarial, administrative, accounting and compliance services to funds and private equity vehicles and to fund managers in accordance with the relevant regulatory legislation.</p> <p>Legis' management and staff comprise over 60 people, many with qualifications in the accountancy, company secretarial, fiduciary services and investment fields.</p>
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Position Summary:	<p>This role reports to the Trust & Company Managing Director and has the following key responsibilities :</p> <p>To provide company secretarial services for Legis Group companies ensuring that all internal and regulatory requirements are adhered to.</p> <p>To provide company secretarial support services to the Trust and Company teams.</p> <p>To provide operational support to the Trust & Company Directors and teams in terms of Policies and Procedures, systems' integrity and central control check lists.</p>
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Specific Duties	<ul style="list-style-type: none"> ○ Timely completion of company online submissions via the Guernsey Registry ○ Upkeep of Company registers and the Legis database ○ Timely completion of Company Annual Validations via the Guernsey Registry ○ Ensure Statutory and regulatory filings are made in accordance with the Law ○ Company name reservations ○ Accurate upkeep of Corporate schedules and signatory lists ○ Have an proven understanding of company regulatory requirements ○ Manage internal Policies and Procedures, amending and adding to as required. ○ Pro-actively work with internal individuals and groups to ensure timely delivery of client data ○ Ability to resolve queries/find solutions ○ Become familiar with and adhere to Legis' internal practices and procedures and regulatory procedures at all times ○ Manage and record own time effectively and accurately ○ Understand and be pro-active in relation to client acceptance procedures and the associated risk involved ○ Be proficient, accurate and timely in all written communications ○ To maintain a courteous, positive and professional manner with both external and internal clients /colleagues at all times ○ Communicate effectively and concisely by telephone and face to face ○ Take responsibility for continuing self development ○ Consult and escalate issues and exceptions to the Managing Director to alleviate problems or risks
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Other Requirements	<p>The incumbent will ideally have:</p> <ul style="list-style-type: none"> ○ A minimum of three years relevant experience in the Company Secretarial field ○ A minimum of a certificate level qualification eg: ICSA certificate or STEP Foundation ○ A commitment to a career in company administration
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	<ul style="list-style-type: none"> ○ Excellent written and verbal communication skills ○ The ability to use MS Word, Excel and Outlook at an intermediate level ○ A commitment to and focus on providing quality client service ○ Strong team skills and be flexible to change ○ Analytical skills and be detail orientated ○ The ability to work in a deadline/volume driven environment whilst maintaining accuracy and focus ○ The ability to drive and execute tasks and encourage others to do so ○ A willingness to learn new skills and assist others to learn ○ The ability to prioritise and focus on the most urgent and important task. ○ Exhibited skill in planning and prioritising workload in order to achieve goals within expected timescales. ○ A proven academic record
Signing Powers:	None

Legis Corporate Services Limited, as the lead licensee of numerous assorted Legis Group companies, is authorised under the Protection of Investors (Bailiwick of Guernsey) Law, 1987 as amended to carry out various restricted activities.

The post holder is required to ensure to the best of his or her ability that the duties and obligations imposed by virtue of such authorisations are discharged effectively at all times.

Signed: **Date:**