

JOB SPECIFICATION

Job Title:	Fund Company Secretarial Officer
Company	Legis Corporate Services Limited
Location:	Guernsey
Reporting to:	Fund Company Secretary
Roles Reporting to this Position:	Not applicable

Legis Group	Legis has been providing multi-jurisdictional corporate and trust structures and supporting administrative services, to institutional and private clients for over 30 years. The Legis Group companies carry on operations from the independent jurisdiction of Guernsey, Channel Islands, including administration of client entities registered in other jurisdictions.
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Position Summary:	<p>This role reports to the Fund Company Secretary and has the following key responsibilities :</p> <ul style="list-style-type: none"> • To provide company secretarial services for a portfolio of companies ensuring that all internal and regulatory requirements are adhered to. • Ensure that the relevant meetings are held on a regular basis and that the appropriate documentation is produced in a timely manner and in accordance with best practice guidelines.
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Specific Duties	<ul style="list-style-type: none"> • Organise Board meetings on a regular basis and in accordance with best practice guidelines • Produce Board/Committee papers in a timely manner liaising with third parties reporting to the Board • Preparation for and attendance at Board, Committee and Shareholder meetings • Production of minutes and action points
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	<ul style="list-style-type: none"> • Draft and collate written resolutions as required • Accurate upkeep of Corporate schedules • Upkeep of Company registers and Legis database • Hold AGM's in accordance with the Law/Company documents • Ensure dispatch of Company reports/ circulars to shareholders • Ensure Statutory and regulatory filings are made in accordance with the Law • Ensure Directors & Officers cover is in place where applicable • Liaise with stock exchanges where applicable and ensure ongoing obligations are complied with • Deal with ad hoc queries as and when required • Provide information to directors and service providers on an ad hoc basis. • Maintain an up to date knowledge of industry & regulatory requirements • Assist in the development of Company Secretarial Administrators
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Other Requirements	<ul style="list-style-type: none"> • The incumbent will ideally have: • A relevant professional qualification e.g. ICSA • Demonstrated sound knowledge of fund company secretarial and relevant regulatory requirements • A proven track record of client service excellence • Demonstrated ability to meet targets and deadlines • High levels of accuracy • The ability to exercise sound judgement. • Excellent communication, interpersonal, influencing and negotiation skills • The ability to drive and execute tasks and manage others to do so • The ability to foster collaboration and teamwork
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Signing Powers:	Authorised 'B' signatory for Legis Fund Services Limited
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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:**