

## JOB SPECIFICATION

<b>Job Title:</b>	Company Secretary, Legis Fund Services Limited (Grade: Manager)
<b>Company</b>	Legis Corporate Services Limited
<b>Location:</b>	Guernsey
<b>Reporting to:</b>	Chief Operating Officer
<b>Roles Reporting to this Position:</b>	Fund Company Secretarial Team

<b>Legis Group:</b>	<p>Legis has been providing multi-jurisdictional corporate and trust structures and supporting administrative services, to institutional and private clients for more than 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><b>Legis Corporate Services Limited</b> 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><b>Legis Trust Limited</b> 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><b>Legis Fund Services Limited</b> 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 approximately 60 people, many with qualifications in the accountancy, company secretarial, fiduciary services and investment fields.</p>
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<p><b>Position Summary:</b></p>	<p>This role reports to the Chief Operating Officer and has the following key responsibilities :</p> <ul style="list-style-type: none"> <li>○ Management of the Funds Company Secretarial department ensuring that all internal and regulatory requirements are adhered to in accordance with the departmental service level standard (SLS) targets</li> <li>○ Oversee Company Secretarial staff (Officers and Administrators), conduct staff appraisals and assist with setting performance targets. Provide support and cover during absence for the Alternative Fund Manager.</li> <li>○ In the capacity as Company Secretary, assume client liaison responsibility for a portfolio of funds and represent Legis at Board meetings.</li> <li>○ Maintain &amp; Enhance relationships with existing client portfolio.</li> <li>○ Build, develop and maintain solid relationships with clients and intermediaries.</li> <li>○ Ensure that Board meetings are arranged and held on a timely and regular basis and in accordance with best practice guidelines and the SLS targets.</li> <li>○ Development and automation of system processes and implement procedural changes necessary for continued growth of the department and enhancing operating efficiencies.</li> </ul>
<p><b>Specific Duties</b></p>	<ul style="list-style-type: none"> <li>○ Produce Board/Committee papers in a timely manner and distribute Board papers for regular meetings at least one week before the date of the Board meeting. Issue request for all papers to be included in the Board packs for regular Board meetings at least 10 days prior to the distribution date of the packs. Ensure four-eyes check of the Board papers before distribution.</li> <li>○ Prepare and distribute draft Minutes for review and comment within 10 working days of the Board meeting and in accordance with the SLS targets.</li> <li>○ Planning, preparation for and attendance at Board, Committee and Shareholder meetings. Responsible for arranging availability of participants at regular Board meetings in a sufficiently timely manner to minimise inconvenience when agreeing dates.</li> <li>○ Accurate upkeep of Corporate schedules</li> <li>○ Ensure Statutory and regulatory filings are made in accordance with the Law</li> <li>○ Ensure Reports &amp;Accounts are filed in a timely manner and in accordance with statutory, regulatory or other deadlines.</li> <li>○ Monitor and release stock exchange announcements</li> <li>○ Ensure the company conducts itself in accordance with regulatory environment</li> <li>○ Liaise with service providers to ensure the Board is aware of the operations of the Company.</li> <li>○ Provide information to directors and service providers on an ad</li> </ul>



	<p>hoc basis.</p> <ul style="list-style-type: none"> <li>○ Ensure high quality day to day client service</li> <li>○ Participate in new business opportunity process when required</li> <li>○ Provide support and guidance to the fund department when required</li> <li>○ Handle and resolve complex/unusual operational and managerial problems that are referred to from above and below</li> <li>○ Create an environment that is flexible/adaptable/able to change to the demands of new and existing business flow, championing change</li> <li>○ Provide weekly/monthly MIS to senior management which clearly identifies the progress and position of the team and reports and exceptions or deviations from the agreed SLS targets.</li> <li>○ Build, develop and maintain solid relationships with clients and intermediaries</li> <li>○ Identify cross-sell opportunities</li> <li>○ Maintain an up to date knowledge of industry &amp; regulatory requirements</li> <li>○ Contribute to management meetings when required and the enhancement /development of internal practices and procedures</li> <li>○ Responsibility for managing the Company Secretarial team including timely completion of effective appraisals and objective setting</li> </ul>
<p><b>Other Requirements</b></p>	<p>The incumbent will ideally have:</p> <ul style="list-style-type: none"> <li>○ A relevant professional qualification e.g. ICSA</li> <li>○ Demonstrated sound knowledge of the company secretarial function, Guernsey Company Law, Listing Rules, applicable GFSC Rules and other relevant regulatory requirements</li> <li>○ A proven track record of client service excellence</li> <li>○ Client engagement experience</li> <li>○ Demonstrated experience of successfully managing a team including timely completion of effective appraisals and objective setting</li> <li>○ Demonstrated ability to meet billing/cash collection targets and deadlines</li> <li>○ High levels of accuracy</li> <li>○ The ability to exercise sound judgement</li> <li>○ Excellent communication, interpersonal, influencing and negotiation skills</li> <li>○ The ability to drive and execute tasks and manage others to do so</li> <li>○ The ability to foster collaboration and teamwork</li> </ul>
<p><b>Signing Powers:</b></p>	<p>Signatory for Legis Fund Services Limited</p>



**LEGIS**  
GLOBAL FINANCIAL SOLUTIONS

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:** .....