

CURTIS BANKS GROUP

ASSISTANT COMPANY SECRETARY

2020



Who we are

Curtis Banks Group PLC (“Curtis Banks” or “the Group”) is one of the United Kingdom’s leading administrators of self-invested pension products, principally SIPPs and SSASs. The Group commenced trading in 2009 and has successfully developed, through a combination of organic growth and acquisitions, into one of the largest UK providers of these products. At 30 June 2019 the Group administered £27.5bn (2018: £25.1bn) of pension assets on behalf of over 77,100 (2018: 77,500) active customers. 610 staff are employed across its head office in Bristol and our regional offices in Ipswich and Dundee. Curtis Banks Group plc (CBP) is admitted to trading on the AIM market of the London Stock Exchange.

The Group is made up of 5 separate trading entities with authorisation and regulation of the Financial Conduct Authority, Prudential Regulatory Authority, Solicitors Regulatory Authority and Royal Institute of Chartered Surveyors respectively.

Curtis Banks Limited is based at Temple Quay, Bristol just a 5 minute walk from Temple Meads railway station. There is a vibrant, fun culture across the Group that extends outside the workplace.

We offer a fantastic benefits package, including a generous pension scheme, flexible working, study support to help develop your qualifications and early close on Fridays to name but a few. For more details about us visit Curtisbanks.co.uk or find us on LinkedIn and Facebook.

The Role

The role holder will form part of an in-house Legal and governance team, reporting directly to the Head of Department, and will therefore be ideally placed to help lead and shape the legal agenda as it relates to advance the needs of the business. Deputy Company Secretary plays a pivotal role in the governance and administration of the Group Companies and is a trusted adviser to the respective Boards.

The job holder must assist the Head of Group Legal Department to develop enhanced procedures to ensure departmental compliance with all regulatory and legal requirements, this should ensure full compliance with applicable share dealing codes and or procedures, ensuring the provisions of the Market Abuse Regulation (MAR) is satisfied.

The role is supportive of the head of department, in handling all preparatory filings and requirements for Board Meetings.

You will

- Facilitate detailed and informative record keeping to ensure compliance with the CA 2006 and required standards of good governance.
- Assist a variety of different stakeholders including Directors, the company.
- Ensure compliance with all relevant statutory and regulatory requirements.
- Assist in the running of Board and general meetings.

CONTINUED

- Input into meeting agendas with the chair and/or the chief executive and advising management on content and organisation of board papers and presentations for meetings.
- Providing members and directors with notice of meetings in a timely manner and in accordance with the CA 2006 and if appropriate the Code.
- Have knowledge of and be able to assist in the preparation and implementation of corporate transactions.
- Implementing measures for listed company directors and any other PDMRs to comply with the any applicable share dealing code or procedures.
- Maintain the statutory registers and minute books (for both directors and shareholders)
- Ensuring the company files statutory information promptly at Companies House

Skills and Experience

Must have at minimum of one of the following current and valid qualifications/memberships;

- the Institute of Chartered Secretaries and Administrators (ICSA);
- the Institute of Chartered Accountants in England and Wales;
- the Chartered Institute of Management Accountants; or
- the Chartered institute of Public Finance and Accountancy.
- the Solicitors Regulatory Authority
- the Bar Standards Board

Must have been a company secretary or have held an equivalent role within a publically listed/AIM company for at least three years.

Knowledge

- Is experienced in the working within a company secretary role (at least 3 years). Experience gained within a PLC entity being a pre-requisite.
- Full understanding of the relevant commercial market place and where the Company sits within it.
- A working knowledge of all office Microsoft software
- Able to demonstrate numerical skills and accuracy in all work aspects.
- Able to competently deal with the drafting of any new board resolutions, memorandums, board minuets and other company documents alongside maintenance of Company Statutory Registers.
- Fully able to identify conflicts of interest and consideration around Board meeting agendas to ensure conflicts are mitigated across the Group.
- Is able to demonstrate a good working knowledge of all market active pension wrappers.

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, 26 days holiday and the opportunity to take part in our fantastic Sharesave Scheme.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...