



Candidate Information

Position:	Company Secretary
School/Department:	Enterprise Development
Reference:	23/111507
Closing Date:	Monday 22 January 2024
Salary:	£46,497 - £57,141 per annum
Anticipated Interview Date:	Tuesday 6 February 2024
Duration:	Permanent

JOB PURPOSE:

To provide dedicated governance support to the Company and the Shareholder (and independent advice to board members) and to aid the spinouts in formation and in the establishment of appropriate governance foundations. The Company Secretary will have a report line to the COO (and Chair in respect of the Governance of the Board) and will provide both the Chair and CEO with guidance on the discharge of the duties and responsibilities that fall within his or her remit. In addition to the above, the Company Secretary will support the company in legal and corporate matters necessary for good administration within the Company's Portfolio by working with portfolio companies as required, and assisting them to develop and implement the items listed above, and ensuring the foundation of good governance.

MAJOR DUTIES:

1. Advise the Directors not only on Directors' statutory duties, disclosure obligations and listing rule requirements (if applicable), but also in respect of corporate governance requirements and practices and effective board processes.
2. Advise on legal and corporate matters as necessary for good administration within the Company's Portfolio by working with portfolio companies.
3. Facilitate the induction of new Directors and assist with the professional development of the Directors as required.
4. Assist the QUBIS Board in shaping and embedding a healthy corporate culture within the organisation and act as the "bearer of the moral compass" for the Company.
5. Act as secretary for any Committees established by the QUBIS Board and ensure good information flows within the QUBIS Board and its Committees.
6. Assist the Nominations Committee with succession planning for Directors and the Management Team (as applicable).
7. Provide guidance on corporate governance best practices and compliance with relevant codes and regulations. Maintain an up-to-date understanding of changes in corporate governance rules and regulations.
8. Coordinate and prepare materials for board and committee meetings, ensuring timely distribution to directors. Attend board and committee meetings, record minutes, and maintain accurate records of decisions and actions taken.
9. Facilitate regular board evaluations and assessments to identify areas where the board's performance can be improved. Collaborate with the board to implement recommendations for enhancing its effectiveness.
10. Continually seek to improve board effectiveness through the evaluation of administrative processes implementing opportunities for streamlining and automating tasks.
11. Schedule and coordinate board meetings, committee meetings and AGMs with necessary supporting agendas, materials, and membership.
12. Develop, review and update governance policies and procedures.

ESSENTIAL CRITERIA:

1. Graduate qualification in a relevant area (e.g., Corporate Governance, Law) or substantial experience working as a Company Secretary in a similar role.

2. Substantial relevant experience to include:
 - Knowledge and understanding of the law and practice relating to company administration and governance requirements related to this post.
 - Experience of institutional governance, company and committee administration.
3. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
4. Excellent presentation skills with the ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
5. Excellent analytical skills and strong commercial awareness.
6. Ability to work independently.

DESIRABLE CRITERIA:

1. A Company Secretarial qualification such as the ICOSA.
2. ICOSA membership.
3. A strong background in corporate governance, company law, and compliance.
4. Experience of working with a portfolio of early stage technology businesses.
5. Experience of maintaining company share register.
6. Experience of investment agreements and related documentation.
7. Experience of servicing Boards.
8. Database expertise.
9. Investment portfolio reporting experience.
10. Takes ownership for and delivers results.
11. Strong stakeholder management; the ability to manage a range of stakeholders both internally and externally, and the resilience to challenge them.
12. Ability to identify and evaluate commercial and financial risk, and to take steps to mitigate risks and/ or to drive value.
13. Demonstrate creative thinking and innovation with an ability to convey the complex in a simple and meaningful manner.