

Job description

Job title	Company Secretarial Assistant
Employment type	Full-Time Permanent
Reporting to	Compliance Manager
Working hours	9.30am – 5.30pm - Monday to Friday (Role requires potential out of hours work)
Location	85 Gracechurch Street, London EC3V 0AA
Salary	£ Competitive
Bonus	Discretionary Bonus Plan

CFC Benefits include 25 days holiday, Private medical insurance (plus dental and Optical cashback benefit), Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership, 24/7 employee assistance programme and dress down Fridays. CFC social events include summer party weekend, Halloween and Christmas parties.

About CFC

CFC is a specialist insurance provider and a pioneer in emerging risk. With a track record of disrupting inefficient insurance markets, CFC uses proprietary technology to deliver high-quality products to market faster than the competition while making it easier for brokers to do business. Our broad range of commercial insurance products are purpose-built for today's risks, and we aim to give our customers everything they need in one, easy-to-understand policy.

Headquartered in London and backed by Lloyd's, CFC serves more than 70,000 businesses in over 80 countries. We're privately held and growing faster than any of our competitors in the market.

Although insurance is a serious business, our culture isn't too corporate and we never take ourselves too seriously. We are 'one-team' and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast paced working atmosphere that is friendly, supportive, and fun.

Role definition

Reporting to the Compliance Manager, the Company Secretarial Assistant plays a key role in supporting the broader Compliance Team in delivering the CFC Group compliance plan, along with

responsibility for the smooth operation of the Group's corporate governance and company secretarial processes.

The role has a broad and varied mandate, with key responsibility for corporate governance and company secretarial work, along with opportunities for supporting the Compliance Team's work covering areas as broad as international licencing and tax, financial crime, cyber risk and data protection.

Key responsibilities & Accountabilities

- Day to day responsibility for the smooth operation of the Group's corporate governance and company secretarial processes and procedures, including maintaining the Group's corporate calendar, key responsibility for corporate filings and the maintenance of the Group's corporate books and records;
- Support the Compliance team in managing the Group's employee share scheme, with responsibility for ensuring share transactions are completed in a timely and accurate fashion;
- Support the Compliance team in managing the Group's governance recordings, including Board and Committee structure charts and responsibilities map, and issuance of Board papers and reports, as required;
- Proactive contribution to shaping and running the Group's corporate governance and company secretarial function, sharing best practices and selecting external vendors and service providers, as required.
- Provide support on ad hoc governance projects, as required;
- Support to the Compliance Manager with the roll-out and implementation of corporate governance and conduct changes under the new Senior Management & Certification Regime;
- Assist the broader Compliance team with various compliance work, as required, including smooth operation of Group's compliance system and controls, financial crime and sanctions processes and procedures, risk management programme and conduct risk and control framework
- Support the broader Compliance team on ad-hoc compliance projects, as required.

Skills & Ability

- Exceptional communicator, both written and oral, along with an ability to communicate professionally with a wide variety of stakeholders, including the Board;
- Meticulous attention to detail, strong organisational and time management skill, and the ability to juggle multiple different matters and keep track of critical deadlines;

- Proactive, dynamic, with a can-do attitude, and the ability to be flexible as required;
- Basic knowledge of the international regulatory and compliance environment, with the ability and willingness to swiftly pick up new concepts and technical skills.

Knowledge & Experience

- A working understanding of the 2006 Companies Act and corporate governance requirements for UK companies would be highly regarded;
- Basic knowledge of Lloyd's and international regulatory requirements;
- Basic knowledge of the UK regulatory environment and principles, including a basic understanding of the roles and responsibilities of the FCA and PRA;
- London market insurance experience would be highly regarded; either with a managing agent, broker or MGA.

Education & qualifications

- ICSA part of fully qualified (or a willingness to become qualified) would be highly regarded;
- Legal background highly regarded, but not required.

Our Core Values



The information contained within this job description is not intended to be an all-inclusive list of the duties and responsibilities of the role. The role holder may be required to perform other related duties as assigned. CFC Underwriting Limited may at its discretion, assign or reassign duties and responsibilities as appropriate.