



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Assistant Company Secretary</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Legal
<b>Location</b>	SBP/Richmond
<b>Team Leader</b>	Head of Legal Compliance
<b>Team Members</b>	N/A
<b>Job Level</b>	4A
<b>Role Purpose</b>  Support the Group Company Secretary, Global Legal Team and Boards of various subsidiary companies within the William Grant & Sons Group. Manage and coordinate corporate secretarial services across approximately 50 individual subsidiaries in the UK and internationally.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Offer support, advice, and guidance to the WG&amp;S Group regarding the UK Companies Act, relevant regulations, its internal policies, and best practices in corporate governance. Additionally, assist the Directors in understanding their fiduciary duties and other legal or regulatory obligations</li><li>• Serve as the primary contact for company secretarial activities and process documentation, including updating and maintaining the statutory books for all UK subsidiary companies</li><li>• Responsible for taking minutes at operational management boards and any other boards where required. Liaise with the Board chairs to prepare agendas, draft resolutions, and follow up on action points from meetings.</li><li>• Collaborate with local lawyers, company secretarial agents, and internal corporate functions to establish and maintain an international network of external company secretarial service providers, ensuring the proper maintenance of company records.</li><li>• Support the Group Company Secretary, responsible for the Supervisory and Executive Boards, by assisting with filings and record keeping for those companies.</li><li>• Work with the C&amp;D Office and leadership teams to establish and implement best practices in corporate governance. Lead the development of processes related to the Co-Sec function to drive continuous improvement.</li><li>• Assist with company secretarial issues relating to corporate activities, including disposals, acquisitions, and corporate simplification, as well as documenting intra-Group financial transactions, such as dividend payments and loans.</li><li>• As a subject matter expert, conduct horizon scanning to anticipate emerging trends in corporate governance and UK regulatory requirements, collaborating with the Legal Leadership Team and Executive Board.</li><li>• Coach and mentor the Legal Administrator regarding company secretarial tasks as needed.</li><li>• Manage the Board and entity management software usage, including maintaining relationships with the software supplier, providing user support, and identifying training needs.</li></ul>	
<b>Created by:</b>	Ewan Henderson



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