

Company Secretarial Assistant

Full-time, permanent

London

Closing Date: EOD Friday 30 September 2022

About us?

SEGRO is a UK Real Estate Investment Trust (REIT) and listed on the London Stock Exchange in the FTSE 100 index.

For over 100 years SEGRO has been creating the space that enables extraordinary things to happen. We invest in high-quality real estate, actively manage our portfolio and sell assets to crystallise attractive returns. We own, manage, and develop light industrial property and modern warehouses with a portfolio comprising 8 million square metres of space (86 million square feet), valued at £18 billion. We are spread strategically across locations in the UK and in Continental Europe.

Our goal is to be the leading owner, manager and developer of industrial properties in Europe and the partner of choice for our customers.

Why work for us?

94% - employees feel engaged (2020 employee survey)

SEGRO is a friendly, vibrant community. We believe SEGRO people are amongst the best in our industry. We have a talented and committed team of employees in the UK and across Continental Europe. Our aim is to continue to attract, develop and retain the best and brightest employees in the industry.

We are proud of our track record in spotting and nurturing talent. Our ambition is to make sure every individual has the opportunity to maximize their potential and their careers with SEGRO.

What are we looking for?

We are currently looking to appoint a Company Secretarial Assistant to:

- Provide support to the Company Secretariat team which is responsible for providing a full range of company secretarial services to SEGRO plc and its Group subsidiaries.
- Support the Assistant Company Secretaries and/or Senior Assistant Company Secretary in managing the Group's c.400 subsidiary entities and delivering employee share schemes, taking responsibility for certain workstreams and working independently to deliver those.

The successful candidate will be able to demonstrate strong time-management skills and the ability to work to deadlines, both internal and statutory. This role involves drafting a variety of different documents so excellent written communication skills and attention to detail are essential.

A degree of technical knowledge is required and therefore a candidate who is part qualified or working towards the Chartered Governance Institute qualification is preferred.

The role's principal accountabilities will be in;

SEGRO Subsidiary Companies and Joint Ventures:

- Maintaining the Group's entity management database (Blueprint) for all subsidiary and joint-venture companies. There are approximately 400 entities in total, around half of which are non-UK.
- Maintaining accurate and complete records for these companies, including hard copy records as required and electronic filings.
- Responsibility for leading the annual process to approve and file the statutory accounts for all UK-based subsidiaries (approximately 200 entities), including liaising with the internal finance teams, external auditor and company directors, preparing board minutes and other necessary paperwork, arranging board meetings and signatures via DocuSign, and Companies House filings.
- Providing support to the Assistant Company Secretary / Senior Assistant Company Secretary in administering the Company's Luxembourg-based joint venture, SELP, including working with the local service provider to prepare documentation for the approval of subsidiary accounts and other transactions.
- Supporting the day-to-day running of the Group's UK subsidiaries, including organising board meetings and drafting paperwork for standard transactions such as dividend approvals and directorship changes.
- Responsibility for regulatory filings with Companies House such as Annual Confirmation Statements.
- Responsibility for preparing and circulating the Group Structure Chart on a quarterly basis.
- Supporting the Assistant Company Secretary / Senior Assistant Company Secretary in delivering the biannual subsidiary liquidation programme.

Administering Company Share Schemes:

- Supporting the Assistant Company Secretary / Senior Assistant Company Secretary as required in delivering the Group's share schemes.
- Working with EQ, and under the supervision of the Assistant Company Secretary / Senior Assistant Company Secretary, manage the annual awards and maturities of the Share Incentive Plan, Global Share Incentive Plan and Sharesave schemes, including the internal communications plan, assisting other employees with any queries on the schemes and administering the allotment of shares to satisfy the schemes.
- Responsibility for the timely transfer of information between SEGRO and EQ which is necessary to administer the share schemes e.g. monthly leaver reports.
- Responsibility for providing relevant share scheme reports to Group Finance on a monthly basis and providing the necessary details for the Share Based Payments notes in the Annual Report.

Annual Report / AGM:

- Supporting the team during the preparation and delivery of the SEGRO plc Annual Report and Accounts, including proofreading, taking responsibility for the drafting of some elements such as the Shareholder Information pages and Related Undertakings Note, and managing the process for providing verification to the external auditor.
- Supporting the team in the organisation and delivery of the Annual General Meeting, including helping to draft the Notice of Meeting and ancillary documents.
- Supporting the team in successfully delivering the payment of the Final and Interim Dividends, including taking responsibility for setting the dividend timetable, drafting the dividend stationery and administering the Scrip Dividend Scheme.

Other Duties:

- Annual data protection filings with the Information Commissioners Office.
- Recording departmental spend against budget and raising / tracking purchase orders in order for suppliers to submit invoices.
- Assistance in Departmental projects and ad-hoc Company projects.
- Support in preparing agendas, relevant reports and meeting packs for Committee meetings as required.
- General support and administrative assistance.

You will have...

- Corporate Governance Institute qualified or part-qualified.
- Previous experience in a Company Secretariat team.
- Excellent organisation/administrative skills.
- Strong written and verbal communication skills.
- Excellent attention to detail.
- Ability to prioritise and manage own workload. Taking ownership of tasks within the remit of the Company Secretarial Assistant role and acting proactively and proficiently to ensure that internal and statutory deadlines are met.
- Previous experience working with entity management software such as Blueprint or GEMS.
- Proficient in Word, Excel and PowerPoint.

It would also be nice for you to have...

- Experience of share schemes
- Company Secretarial experience in Continental Europe

What we offer...

Competitive package including; 25 days annual leave, private health care, pension, life assurance. As well as an annual medical check-up, a wellbeing programme and an annual charity day of giving.

We provide excellent opportunities for training and development, supporting employees with their career ambitions. We have a range of high-quality education and training on personal and professional skills that enable our people to fulfil their potential.

How to apply:

If you would like to be considered for this role, please send your CV with covering letter detailing your suitability for the role to HR.Recruitment@SEGRO.com by EOD Friday 30 September 2022.

SEGRO is an equal opportunities employer.
No Agencies please.

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.