

## Deputy Company Secretary

Full-time, permanent

London

### 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 Deputy Company Secretary to support the Company Secretary in a broad ranging role accounting for day-to-day management and smooth running of the Company Secretariat department.

The role will deputise for the Company Secretary as appropriate and is responsible for the delivery of advice to the Group and the wider business, ensuring that appropriate governance, regulatory and statutory compliance is maintained, and effective administration of the executive and all-employee share schemes, in line with Remuneration Policy and Report.

The role carries a high degree of responsibility, independence and leadership, involving regular contact with senior management and external advisors. The successful candidate will need to demonstrate the highest level of personal integrity, as well as strong technical and professional capabilities.

The role's principal accountabilities will be in

- Manage and deliver a best-in-class company secretarial service and support to the Group, Board and its Committees.
- Manages a central source of guidance and advice to internal stakeholders on matters of compliance with legislation and ensures the highest standards of corporate governance, compliance and disclosures are maintained for both UK and Euronext listing, which includes UK and EU MAR.
- Assisting the Company Secretary with the induction of new Directors, including development and implementation of bespoke induction programmes, as well as Board Evaluation processes.

- Advise on the application of the Group's Terms of Reference, and other policies and revisions to these to reflect business and operational needs.
- Oversee and advise on shareholder strategy, effective communications, and initiatives.
- Management of share registration matters and processes, including dividends and any reinvestment processes, share forfeiture and share dealing programmes, and operation of the corporate sponsored nominee.
- Lead the operation of the Company's share plans with overall responsibility particularly the Company's Executive share schemes including LTIPs and Deferred Bonus Schemes, which includes effective and clear communication of the schemes.
- Responsible for managing the relationship with the share schemes administrator EQ and the employee benefit trustees.
- Overall responsibility for providing relevant reports to Group Finance/Tax, including filing relevant tax documents and returns.
- Oversee the production of the Company Secretarial sections of the Annual Report, including the drafting and review (as appropriate) of related disclosures and ancillary documents, and delivery of year end processes.
- Supervise and manage the AGM (and any EGMs) and the production of documents, including verifying Proxy Voting Agency Reports as appropriate.
- Manage all areas of subsidiary and joint venture company secretarial work (approximately 400 entities, half of which are non-UK) to ensure full compliance with statutory and regulatory obligations.
- Manage, advise and support the team on corporate simplification work, including distributable reserves, liquidations, restructuring programmes, intra-group funding processes, including dividend and equity injections to ensure delivery and compliance with company law
- Acts as secretary to the Investment Committee, SELP JV, SEGRO BV, Tech Committee, Finance Committee and Health & Safety Committee.
- Advise and support on the company secretarial aspects of any major corporate actions and transactions.

#### **You will have:**

- Chartered Governance Institute qualified, ideally at Associate/Fellow level.
- Clear experience of working in the company secretarial department at a listed company.
- Good working knowledge and understanding of Remuneration and Share Plans.
- Excellent working knowledge of the Companies Act 2006, the UK Corporate Governance Code, UK Listing Rules, Disclosure and Transparency Guidance plus any related best practice guidance.
- Strong knowledge of Diligent Entities/GEMS, Diligent Boardbooks, EQ Insider (or similar), Word, Excel and PowerPoint applications.
- Self-motivated and able to perform and deliver to a high quality and standard.
- Ability to think strategically as well as plan and execute successfully.
- Ability to adapt decision-making and influencing styles when working with senior management.
- Highly organised with the ability to prioritise complex workload requirements and work under pressure to meet deadlines.

#### **Special job requirements:**

- Ability and willingness to travel to overseas offices, attend networking events and industry functions, including outside of core working hours where necessary.

#### **What we offer:**

Competitive package including 30 days' annual leave, private health care, pension, life assurance. As well as an annual medical check-up, a well-being 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.

All employees participate in our annual bonus scheme and have the opportunity to own a stake in the company through share schemes open to everyone

**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](mailto:HR.Recruitment@SEGRO.com)

SEGRO is an equal opportunities employer.  
No Agencies please.