



## ROLE PROFILE

Job Title: Assistant Company Secretary (ACS) Location: London  
 Reports to: Deputy Company Secretary Department: Group Legal and Company Secretariat

### About SEGRO

SEGRO is a UK Real Estate Investment Trust (REIT), listed on the London Stock Exchange and Euronext Paris, and is a leading owner, manager and developer of modern warehouses and industrial property. It owns or manages 10.4 million square metres of space (112 million square feet) valued at £20.7 billion serving customers from a wide range of industry sectors. Its properties are located in and around major cities and at key transportation hubs in the UK and in seven other European countries.

### Summary of the Role's Main Purpose

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.

To project manage the SEGRO plc Annual Report and Accounts and ensure year end deadlines are met.

With the support of the team, manage the Group's c.400 subsidiary entities and support with the delivery of 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 and having regular exposure to senior stakeholders and employees in the business so excellent written and verbal communication skills are essential.

A degree of technical knowledge is required and therefore a candidate who is a qualified Company Secretary/Governance Professional.

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### Principal Accountabilities

#### Annual Report / AGM:

- Project management of the SEGRO plc Annual Report and Accounts. Working with our designer to ensure the efficient coordination of various section owners in accordance with the timetable. Also managing the process for providing verification to the external auditor.
- Supporting various elements of the organisation and delivery of the Annual General Meeting, including drafting of the Notice of Meeting and ancillary documents, and verifying Proxy Voting Agency Reports.
- 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.



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**SEGRO Subsidiary Companies and Joint Ventures:**

- Responsibility for maintaining the Group's entity management database (Diligent Entities) 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 Deputy Company Secretary in administering the Company's Luxembourg-based joint venture, SELP, including responsibility for the management of the SELP subsidiaries and managing the local service provider to prepare documentation for the approval of subsidiary accounts and other ad-hoc transactions.
- Responsibility for 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 subsidiary compliance, including supporting the Trainee Company Secretarial Assistant with Companies House filings and the preparation of the Group Structure Chart.
- Lead on the delivery of the biennial subsidiary liquidation programme.

**Company Share Schemes:**

- Supporting the Deputy Company Secretary and Senior Assistant Company Secretary in delivering the Group's all-employee and discretionary share schemes to employees, including supporting on awards and maturities, reporting to wider teams, drafting employee communications and answering employee queries.

**Committee Secretary:**

- Act as Secretary to:
  - SEGRO BV, a subsidiary based in the Netherlands;
  - Transformation and Technology Committee;
  - Finance Committee;
  - Health and Safety segment of the Joint Operating Group.
- Acting as Secretary to other Committees' when needed (i.e. to cover the Deputy Company Secretary or Senior Assistant Company Secretary, or any new Committees which may be constituted).

**Other Duties:**

- Leading and assisting in Departmental projects and ad-hoc Company projects.
- Providing support for corporate activities such as financing, acquisitions and disposals.
- Management of insiders lists and permissions to deal requests.
- Oversee the corporate governance related content of the Company website.
- Support in preparing agendas, relevant reports and meeting packs for Committee meetings as required.
- General support and administrative assistance.



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**Core Areas of Knowledge, Skills & Experience**

**Essential**

- Corporate Governance Institute qualified.
- Previous experience in a Company Secretariat team for a listed company.
- Previous experience supporting on a PLC Annual Report and year end processes.
- Previous meeting support experience, eg. management of board packs and proficient minute writing skills.
- Project management skills and prior experience.
- Strong written and verbal communication skills.
- Excellent organisation/administrative skills.
- Excellent attention to detail.
- Influencing skills and ability to work with senior personnel.
- Ability to prioritise and manage own workload. Taking ownership of tasks within the remit of the Assistant Company Secretary role and acting proactively and proficiently to ensure that internal and statutory deadlines are met.
- Previous experience working with entity management software such as Diligent Entities or GEMS.
- Proficient in Word, Excel and PowerPoint.

**Desirable**

- Experience project managing a PLC Annual Report.
- Share schemes experience.
- Company Secretarial experience in Continental Europe.