

## Senior Company Secretariat Assistant

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 Senior 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 team 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 role's principal accountabilities will be in:

- Maintaining the Group's entity management database (Diligent Entities) for all subsidiary and joint-venture companies.
- 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.
- Assisting with administering the Company's Luxembourg-based joint venture, SELP, 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 delivery of the biannual subsidiary liquidation programme.

- Administering the Company's Share Schemes, including liaising with EQ (our external provider) and managing employee share scheme queries.
- Providing relevant share scheme reports to Group Finance and assisting with the Annual Report.
- Supporting with preparation and delivery of the annual Report and Accounts.
- Supporting with organisation and delivery of the Annual General Meeting.
- Supporting the team with delivering the payment of final and interim dividends.
- General support and administrative assistance to the Company Secretarial team.

#### **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.
- Previous experience working with entity management software such as Diligent Entities 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](mailto:HR.Recruitment@SEGRO.com)

SEGRO is an Equal Opportunities Employer