

JOB DESCRIPTION

Job Title	Senior Assistant Company Secretary	Job Holder	
Job Family	Legal		
Reports to (role)	Deputy Company Secretary	Date	March 2022
Business Unit	Head Office	Location	Farringdon

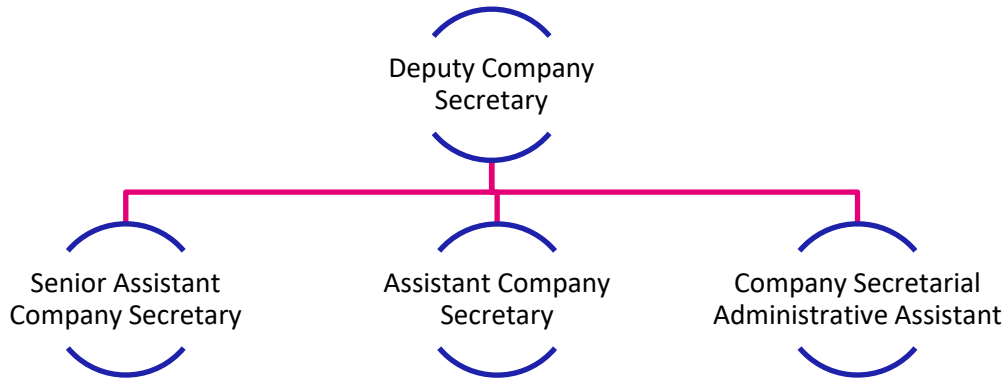
JOB PURPOSE

To support the Deputy Company Secretary in ensuring that the department delivers a high class Company Secretarial service suitable for the requirements of a global FTSE 250 company across all of its activities, including in developing and raising the profile of the department across the Johnson Matthey group.

PRINCIPAL ACCOUNTABILITIES

- To devise, implement and monitor compliance with global best practice policies and procedures.
- To ensure that appropriate governance and statutory compliance is maintained with a particular focus on JM's overseas subsidiaries, including through:
 - Developing and building strong collaborative relationships with the overseas contact network and global overseas governance provider
 - Advising colleagues on all subsidiary matters, including facilitating governance approvals.
 - Facilitating an annual review of subsidiary board composition, recommending changes where necessary.
 - Providing training on directors' duties.
- To act as Secretary to the Audit Committee and certain other executive committees, working with the Chair and Chief Financial Officer to agree agendas, issuing papers and minuting meetings.
- To provide comprehensive company secretarial support for corporate restructurings and M&A transactions.
- To lead a Legal Entity Rationalisation programme to reduce the number of legal entities in the Group, ensuring the structure is fit for purpose.
- To draft the Notice of Meeting and ancillary documents for the AGM.
- To draft the Governance Report within the Annual Report and Accounts and support the Deputy Company Secretary in the overall project management of the Annual Report.
- To support adherence to best practice corporate governance requirements particularly in relation to the UK Corporate Governance Code, working with the Group Company Secretary and Deputy Company Secretary.
- To support the annual review of the Corporate Governance Framework.
- To embed the Delegated Authorities Framework, advising colleagues on authorities.
- To advise on and ensure compliance with the FCA Listing Rules and Disclosure and Transparency Rules including through keeping the JM Share Dealing Code and PDMR' Dealings Disclosure Code under review and proposing updates when necessary.
- To support shareholder programmes with the registrar and ensure these are optimized and effective.
- To manage relationships with third party service providers, including Diligent, to ensure that high levels of service are consistently delivered within budget.
- Assist the Deputy Company Secretary in raising the profile of the team across the business through developing strong relationships with colleagues and providing proactive value added contributions.
- To carry out any other duties which are within the employee's skills and abilities whenever reasonably instructed.

ORGANISATIONAL STRUCTURE



SCOPE

- Work collaboratively within the department and with overseas contacts.
- Require a collaborative approach with other Group functions, including Legal, Ethics & Compliance, Accounts, Treasury, Tax, EHS, Risk and Internal Audit, Investor Relations, HR and the Sectors.
- Contribute to the development of the department as a recognised centre of excellence across the Group.
- Manage some external relationships, with a strong focus on ensuring consistently high service levels.
- Have a working relationship with Board and GMC members.

SPECIAL FACTORS

Occasional travel may be required.



PERSON SPECIFICATION

QUALIFICATIONS/ KNOWLEDGE/ EXPERIENCE (TECHNICAL/ PROFESSIONAL KNOWLEDGE & SKILLS COMPTENCY)	
Chartered Secretary or Chartered Governance Professional (ACG)	Essential
Minimum 5 years PQE relevant experience of working in a company secretarial department of a listed company or professional services firm	Essential
Previous experience of working in an international environment with overseas subsidiaries	Essential
Experience of working across multiple business units simultaneously	Essential
Strong technical knowledge with a good understanding of current legislative, regulatory and best practice requirements	Essential
Educated to degree level or equivalent	Desirable
Intermediate knowledge of Microsoft Word, Excel and Powerpoint	Desirable
Good working knowledge of Blueprint software or similar	Essential
Good working knowledge of Diligent Boards or similar	Essential

PERSONAL SKILLS & KEY COMPETENCIES (INCLUDING JM BEHAVIOURAL COMPETENCIES)	
Be detail orientated and meticulous and able to demonstrate high work standards.	Essential
Be driven, innovative and forward-thinking.	Essential
Enthusiastic and positive approach.	Essential
Be flexible and well organized, able to manage multiple tasks and to adjust priorities regularly to meet critical deadlines.	Essential
Team player with the ability to build strong relationships and trust and confidence with a wide range of audiences.	Essential
Able to think analytically and deal with issues proactively	Essential
Able to take the initiative and work independently and unsupervised, and to take responsibility for own work	Essential