



JOB DESCRIPTION

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| Job Title: | Company Secretarial Assistant |
| Date prepared: | September 2022 |
| Reporting to: | Senior Membership Secretary and Executive Assistant jointly |
| Immediate staff responsibilities: | None |

Overall purpose of the job

To provide support to departments at ITOPF reporting jointly to the Executive Assistant and the Senior Membership Secretary. The role is varied with tasks ranging from working with the membership database, diary management for the Executive Team and assisting with the preparation of document packs for the board meetings and the Annual General Meeting (AGM)

Person Profile

Knowledge & Skills

- a. Strong interpersonal and communication skills, spoken and written.
- b. Methodical, with excellent attention to detail.
- c. Good presentation skills

Experience & Qualifications

- a. Familiarity of working with databases including interrogating third party databases for information
- b. Ideally with experience of company secretarial processes.

Personal Qualities

- a. Ability to handle pressure, multiple tasks and unpredictability well.
- b. Pro-active, self-starter with a polite and helpful manner; a good team player.
- c. Confident to work with staff at all levels and manage external relationships professionally.

Principal responsibilities

1. Membership duties

- a. On a daily basis support the Senior Membership Secretary with the smooth running of Membership and Associate processes, the Membership database and ensuring compliance with any sanctions or flag requirements.
- b. Provide support during the busy renewal period. Renewing, cancelling, and updating the Membership database along with issuance of Membership Record Forms.

2. Company Secretarial Support/ Board Assistance

- a. Maintain Statutory registers and the Conflicts of Interest register including collating returns from directors.
- b. Prepare and file appointments and terminations with Companies House including changes in Directors details plus filing of annual Confirmation Statement.
- c. Assisting generally in preparation and documentation of Board, Advisory Committee and General meetings
- d. Assist with uploading documentation for Advisory, Pension and Board meetings in advance of every meeting. Ensure Admincontrol is maintained for this distribution and maintain groups.

3. Secretarial

- a. Assist with the diary management of the Executive Team
- b. Screening of phone calls, enquiries and requests and handling where appropriate.
- c. Assist PA with complex itineraries for travel including direct bookings where required.
- d. Assist with research of venues for events / meetings including international locations.
- e. Research and assistance to support MD with meetings and preparing presentations and papers, e.g. obtaining data/graphs/images etc.

4. People & Culture Team

- a. Provide general administrative/project support as required

5. General Requirements

- a. Any additional duties as required from time to time to assist in the efficient running of the company and fulfilment of its Strategic Objectives.
- b. Always comply with record keeping, data protection and document storage procedures.
- c. Always consider and take responsibility for the health and safety of self and others, and adhere to health and safety guidance at all times.

- d. Ensure confidentiality of information acquired during the course of employment at all times.
- e. Proactively consider your own development and engage in ITOPF's systems for development such as annual reviews, formal and on-the-job learning opportunities.