



(Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and PRA)

**Corporate Office:** 1 Moorgate, London EC2R 6JH

Tel: 020 7796 9600

FAX: 020 7796 1015

Email: [hr@pnbint.com](mailto:hr@pnbint.com)

Website: [www.pnbint.com](http://www.pnbint.com)

JOB TITLE	<b>Company Secretarial Assistant</b>
TYPE	Permanent
SALARY	£35,000-£45,000 PA
LOCATION	Corporate Office – PNBIL
AVAILABLE	Immediately
APPLY	<a href="mailto:Recruitment@pnbint.com">Recruitment@pnbint.com</a>

To provide day to day support to the Secretariat to include, taking the minutes of various formal governance meetings, typing and miscellaneous administrative support, working methodically, with great attention to detail, frequently under tight time constraints, including but not limited to the items listed below.

To assist the Secretariat Team with the following tasks.

#### Pre-Meeting Administration

- organise meetings
- send email notifications, reminders and rescheduling of meetings
- prepare the annual and monthly calendar of meetings, calling of meetings, preparation of the agenda, collection of papers, chasing missing papers, accurate collation of papers into meeting packs, updating/making changes to the meeting packs, late circulations, special circulations etc. ensuring timely and accurate distribution

#### Formal Governance Meetings

- attend formal governance meetings to help with the minutes/prepare the minutes
- create a first draft of the minutes for review by the Company Secretary/Chairperson
- circulate the draft minutes and monitor the minutes to approval

#### Post-Meeting Administration

- Maintain action reports, create consolidated action reports for individuals, circulate action reports, follow-up assigned actions with owners
- Create, maintain, and publish standard templates
- Update and maintain meeting attendance records
- Update and maintain various trackers
- Update and maintain various calendars
- Maintain various hard copy and soft copy files and records



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- Liaise with the owner of Policies/Procedures about approvals and publication of the new/amended policies/procedures/manuals in SharePoint.

#### General

- Assist in the preparation of MI/committee submissions for the Secretariat
- Assist in following up/monitoring items to conclusion
- Develop a close working relationship with the Secretariat (a small, friendly team of two) and other members of staff
- Take messages for the Company Secretary
- Answer queries from other staff
- Will report to company secretary

#### **The ideal candidate with following expertise is preferred**

- Excellent verbal communication in English
- High standard of written English
- Previous experience preparing detailed and comprehensive minutes of meetings in English
- Good working knowledge of Microsoft Office applications including Word, Excel, PowerPoint and Outlook
- Fast and accurate typing and data input
- Methodical approach
- Attention to detail
- Comfortable managing Softcopy and Hardcopy files (live and archive);
- Personable, friendly, approach
- Ability to work under pressure
- Ability to meet tight deadlines

As this is a small friendly team, the role would suit someone who is a team player and who can engage easily with colleagues in other departments.