

# DEPUTY COMPANY SECRETARY

**We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.**

Portsmouth Water are thrilled to announce an opening for a Deputy Company Secretary to join our Company Secretarial Department!

This role will provide a comprehensive range of expert corporate governance and professional secretariat services, ensuring the Company's corporate governance is maintained to the highest standard, and in accordance with regulatory and legislative requirements.

As Deputy Company Secretary, you will deputise for the Company Secretary as and when required and serve as an ambassador for the organisation as a key contact.

## What will you be doing?

### Key Responsibilities

- Deputise for the Company Secretary in their absence and to represent the Company secretariat function at meetings as and when required.
- Analyse and interpret complex governance regulations and guidance and subsequently communicate such information in a format that promotes organisational understanding. This will include a working understanding of the UK Corporate Governance Code, Companies Act 2006 and other relevant statutory requirements.
- Support the Company Secretary in the management of the Board Assurance Framework, along with identifying and recording the key sources of assurance.
- Schedule board and committee meetings, including liaising with non-executive directors, executive and senior leaders.
- Produce monthly Company Secretarial board and committee reports.
- Provide administration and minute taking support at various board, committee forums and meetings.
- Key responsibility for processing Company insurance queries and annual renewals.
- Work with Company appointed planning consultants and land agents about obtaining planning permissions on sites to be sold.

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**320,000**

Properties supplied  
with water



**170 Million**

Litres of drinking  
water per day



**21**

Natural water  
sources



Excellence | Integrity | Future Focus

**£49,973 - £55,558**

**GRADE 9**

**+ Non-contractual bonus related to company performance of up to 6% of basic salary**

### Work Pattern:

Full-time | Permanent | 38 Hours a Week |  
Hybrid, 2-3 days in the office

### Holiday:

27 days increasing up to 31 days, plus bank holidays

### Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

### Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

### Employee Assistance Programme:

Provided by Bupa

### Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

CONTINUED

**CLOSING DATE: 22<sup>ND</sup> MAY 2024**



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### Key Responsibilities Continued

- Administer land/property sales, land rentals, property rentals. Liaise with tenants, estate agents, solicitors, and contractors.
- Raise purchase requisitions and purchase orders for all Company secretariat invoicing.
- Collaborate with the Finance and People teams, along with external auditors on matters relating to year-end and half-year processes.
- Assist with the development and production of the Company annual report.
- Responsibility for the completion and submission of Companies House statutory filings.
- Assist the process for signing and execution of company documents, ensuring appropriate delegated authorities are followed and advising colleagues on the appropriate use of these.
- Act as key contact and custodian for any company whistleblowing claims.
- Maintain Company corporate gift and hospitality register.
- Responsibility for developing and implementing internal governance policies such as anti-competition and anti-bribery control measures.
- To comply with all policies and procedures relating to Health, Safety and Wellbeing.

### What do you need?

#### Skills, Competencies & Qualifications

- Demonstrable experience from within an assistant or deputy company secretarial position
- Working knowledge of Companies Act 2006 and the UK Corporate Governance Code
- Experience of dealing with non-executive directors and senior stakeholders
- Completed or working towards ICSA or CGI qualification/membership or equivalent
- Strong meeting minute taking skills
- High attention to detail and accuracy of information
- Proven communication skills at all levels of stakeholder engagement
- A flexible collaborative approach with ability to prioritise tasks and manage conflicting deadlines
- Competent in utilising Microsoft suite (specifically Word, Excel, PowerPoint, and SharePoint)

#### What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

**Excellence in water. Always.**

Committed to a sustainable future together

## Apply Today

If you have the skills and experience to excel as our Deputy Company Secretary, apply today at [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

**Apply Now**