

JOB DESCRIPTION

**Job Title: Company Secretary**

**Responsible to:** Chair and Board of Trustees

**Responsible for:** The support and management of the charity board and ensuring that the charity complies with the requirements of company law.

**Salary Scale:** £1,160 per annum

**Hours:** 58 hours per year

**Location:** Based at Age UK Bexley Head Office in Belvedere or Home

# Job Purpose

The role of Company Secretary is a central role in ensuring the charity maintains its legal, governance and oversight responsibilities. The role will support the board in meeting its financial and legal obligations in directing the charity’s strategy, operational and financial oversight.

Whilst the company secretary may have and ongoing relationship with the Chief Officer and Finance and Operations Manager, the primary reference for meeting administrative and organisational responsibilities will be the chair of the board and other trustees as the work demands.

# General

# Ensures that the charity complies with the requirements of company law.

# Supports the chair by ensuring the effective functioning of the Board and the proper distribution of information.

# Main Duties

* 1. Organises meetings including, preparing and distributing the agenda (in consultation with the Chair) and relevant papers in good time, facilitating effective meetings, taking minutes and circulating minutes, noting key decisions, and ensuring back-up information is available when required.
  2. Checks a quorum is present.
  3. Receives correspondence and acting promptly on information received.
  4. Ensures that the charity is run within the law, and that Trustees have the right information to enable them to make informed decisions and fulfil their responsibilities.
  5. Keeps aware of and notifies the board and/or chief officer of any legal requirements likely to impact on the charity’s oversight and compliance with its charitable obligations.

1. **Quality Assurance and Compliance**

3.1 As well as a thorough knowledge of the governing document, the Charity Secretary will have a good understanding of charity law and company law.

3.2 Whilst they may not know the detail of other relevant legislation, such as employment law, health and safety etc., they understand the basic principles and are able to identify potential areas of contention and seek further advice when necessary.

3.3 Providing legal guidance and advice - the Charity Secretary should be able to answer trustees' queries relating to company and charity law and access further information in relation to more complex questions in these and other areas of the law.



#### Job Title: Company Secretary

#### Person Specification

|  |  |  |
| --- | --- | --- |
| **Skills, Abilities and Knowledge** | **Essential** | **Desirable** |
| An understanding of the needs of older people and the values of the organisation and its role | √ |  |
| Willingness to devote the necessary time and effort | √ |  |
| Strategic vision |  | √ |
| Good, independent judgement |  | √ |
| Ability to work effectively as a member of a team | √ |  |
| Knowledge of the charity sector and its obligations under charity commission regulations | √ |  |
| Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship | √ |  |
| Experience of working with digital and information based software to support work and communications with other staff, trustees and external agencies | √ |  |
| Knowledge or experience of business and committee procedures including minute-taking experience. | √ |  |
| Ability to plan, prioritise and support the needs of disparate opinions within a single organisations | √ |  |
|  |  |  |