

GROW with us

We are looking for an **Assistant Company Secretary** to join the **Group Company Secretarial team** within Origin.

Reporting to the General Counsel & Company Secretary, you will play a key role within the Group Company Secretarial function to deliver a professional, efficient and high-quality company secretarial service and ensure compliance with relevant obligations under company law, stock exchange rules and corporate governance guidelines. The role will cover the following areas:

- Providing support and assistance to the Company Secretary on day-to-day company secretarial and corporate governance matters and assist in the managing, mitigating and monitoring of corporate governance risk.
- Ensuring that the corporate governance and administration of the company comply with all applicable statutory and regulatory requirements, listing rules, governance standards and internal policies and procedures.
- Keeping up to date with legal developments and corporate governance standards as well as overseeing, developing and implementing effective Board and Committee processes and controls to ensure an appropriate and professional administrative service is delivered in support of the Board directors and in response to regulatory and industry changes.
- Responsibility for preparing agendas, drafting board papers and resolutions, preparing board packs, organising, attending and minuting Board and Committee meetings.
- Maintaining and managing a schedule of agenda items and actions in respect of Board and Committee meetings and following up with responsible executives.
- Managing all statutory/filing requirements and related internal processes, including ensuring all annual returns, filings and registrations are accurate and made on time.
- Ensuring the maintenance of all statutory records and company registers for the company and all subsidiaries.
- Managing the Group's registrar relationship and related activities, including all shareholder requirements, communications and meeting requirements.
- Arranging regulatory announcements and Central Bank filings and administer the Group's employee and executive share schemes.
- Preparing relevant documentation for and managing the company's AGM and EGMs and assisting with the production of the Annual Report, including drafting and review of narrative reporting and obtaining approvals.

Relevant professional qualification (ICSA, Legal, Accounting) is required along with solid company secretarial experience in a similar role in a corporate environment, previous experience in a plc environment is essential along with solid technical knowledge of company law and corporate governance standards and practices. The role will be based in Dublin, with hybrid working available.

Applicants should please send CV and covering letter
(in strict confidence) to: recruitment@originenterprises.com