

Company Secretariat Assistant (3 month fixed term contract)

London (hybrid)

About BMS Group

BMS is a dynamic, independent, global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe and Asia with both a strong, local focus and understanding of market needs.

Our teams are respected globally for their specialist market knowledge, intelligent analysis and insight. Our people strive to be 'the best in class' and with an innovative approach and their entrepreneurial thinking, our clients truly benefit from better solutions to policy development and placement.

Being independent makes a key difference to our clients, giving our brokers the freedom to deliver the best solutions, tailored to meet their business needs. Coupled with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

Summary of Position

The Company Secretarial Function, made up of the GCS, the CSA and the Shares Schemes Administrator, sits within the Legal department.

The Company Secretariat ensures the Group complies with financial and legal requirements, as well as maintaining high standards of corporate governance.

The role of Company Secretariat Assistant involves supporting the GCS in fulfilling these obligations.

Key Responsibilities & Accountabilities

Corporate Governance

- Helping to ensure that the BMS Group complies with legal and regulatory requirements and that its entities and directors follow best practice.
- Administering the UK entities in the BMS Group, using the Diligent Entities system.
- Helping to develop corporate governance policies and procedures and track compliance with them.
- Providing day-to-day governance administration to the Group and its subsidiaries.
- Supporting with Group structure changes and managing the group structure chart and governance framework documents.

BMS Group Ltd

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BMS Group Ltd is authorised and regulated by the Financial Conduct Authority. Firm Reference Number 309686

- Liaising with relevant teams to ensure Group central records are up to date with information on subsidiaries worldwide and maintain accurate records on Diligent.

Legal and Regulatory Filing

- Filing of legal and regulatory documents, including confirmation statements and financial statements and any other Companies House filings in the UK.

Board Support

- Arranging board and committee meetings, producing meeting agendas, and taking accurate minutes of meetings.
- Producing timetables for board meetings and communicating with other teams on deadlines for papers.
- Producing high quality board packs using Diligent Boardbooks and circulating these in good time for meetings.

Record Keeping and Filing

- Maintaining the Group's corporate records and statutory registers, using the Diligent Entities system.
- Supporting the GCS on the management of the UK entities' share registers.

What we're looking for

- Experience in a company secretarial role with experience of attending and minuting Board and/or Committee meetings.
- Collaborative and enjoys working as part of a team.
- Strong organisational and administrative skills.
- Meticulous attention to detail.
- Strong communication and interpersonal skills.
- Discretion and diplomacy
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - We put clients first
 - We work as one
 - We find a way
 - We sweat the details
 - We take ownership

What's in it for me?

This is a fixed term contract role, offering a competitive salary and bonus, 27 days holiday, plus access to our personalised benefits platform, Your Rewards, including:

- comprehensive private medical cover for you and your dependents
- complimentary annual health checks
- access to a virtual 24hr GP
- gym subsidy & dedicated wellbeing support
- retail discounts
- opportunity to purchase equity
- defined contribution pension
- extra day's leave to celebrate your birthday

Through our Diversity, Equality and Inclusion (DEI) vision, we are committed to 'building a culture of belonging for all, valuing diverse perspectives and embracing authenticity.' As such, we have created our 'BMS Together' programme, with dedicated training, collaborative committees and intentional partnerships. In support of our ESG vision, we offer two additional paid days each year to take part in charitable work.

BMS offers flexible and hybrid working policies and we're happy to discuss options with you upon application. Please let our team know if you require any adjustments to support you through the application process.

To apply to this opportunity, please forward your CV and any supporting documents to: joinus@bmsgroup.com