

# Company Secretary

Legal and General Resources Bermuda Ltd. is the global reinsurance hub of L&G Group Plc. ("Group") and a global reinsurer of pension risk transfer ("PRT") business. The Company Secretary is responsible for providing a full governance and company secretarial service to Legal & General Reinsurance ("L&G Re") including several legal entities. The Company Secretary is responsible for helping coordinate and ensure the efficient administration of the Bermuda operations particularly with regards to ensuring compliance with statutory and regulatory requirements. The individual will work closely with the Group Company Secretarial function to ensure delivery.

## Principal Accountabilities Include:

- To provide meeting support to a portfolio of L&G Re's Boards and Committees including acting as co-ordinator by organising meeting logistics including room bookings, Outlook invitations and review schedules, drafting agendas and circulating requests and reminders for papers; managing the collation and distribution of Board and Committee papers including uploading papers to Diligent and producing PDF packs where necessary.
- Attending and taking minutes at meetings including Reinsurance Capital Committee meetings and other general company meetings.
- Drafting, maintaining and distributing matters arising reports.
- Support with the completion of regulatory and annual reports, economic substance filings and other related reports in line with general compliance and corporate governance filings.
- Improve corporate governance processes and procedures, ensuring good compliance with all relevant Acts and legislation.
- File management and oversight of relevant documentation and filings.
- Assist with ad-hoc governance projects this will include for example Company Incorporations, review of local governance frameworks, verification of statutory records.
- Providing dedicated support to Board and Committee members and our independent Non Executive Directors.
- Conduct horizon scanning research by attending external seminars for statutory and regulatory changes that could affect the Company including research on developing areas around governance and changes to regulation or legislation. This will involve communicating any changes to the team and ensuring processes are updated where required.

## Minimum Skills and Experience Required:

- A minimum of 5 years' experience providing company secretary and administrative support gained from working within a law firm or (re)insurance company.
- ISCA qualified candidates and/or life reinsurance experience is an asset.
- Experience in the incorporation, licensing and administration of insurance companies.
- Sound knowledge of governing legislation and upcoming regulatory developments in Bermuda.
- Working knowledge of the Companies Act and Insurance Act.
- Familiarity with annual filings/submissions required by the Bermuda Monetary Authority and Registrar of Companies in Bermuda and willingness to learn the requirements for other relevant jurisdictions.
- Proficiency with spelling, grammar, proofreading and writing skills.
- IT literate and highly skilled in Word, PowerPoint, Excel and other office applications.
- Exceptional critical thinking and problem-solving skills, with the demonstrated ability to act and work independently.
- Excellent time management skills.
- Excellent communication skills with a proven track record of developing effective professional relationships at all levels throughout an organization, including significant internal stakeholder management.
- Excellent attention to detail, organized, highly efficient, and enjoys working in a fast-paced dynamic environment.
- Must be a self-starter with a passion for adding value, efficiency and innovation to business processes, and who can also work well within a team environment and develop ideas and solutions as required.

For this role we are open to discussing the possibility of reduced hours, flexible start and finish times. Any reduction in work week will be discussed during the interview process.

To apply please send your résumé to [jobs@expertisegroup.com](mailto:jobs@expertisegroup.com). All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

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