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| **Role Title:** | Assistant Company Secretary |
| **Location:** | Head Office Milton Keynes |
| **Reports to Role:** | Company Secretary |
| **Direct Reports:** | None |
| **Grade:** | 3 |
| **Notice Period:** | 12 weeks |
| **Version Number and date:** | Version 1 13.09.2019 |

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| **ROLE PURPOSE** |
| Supporting the Company Secretary and board of directors, with corporate governance and for ensuring the Group’s legal entities complies with its obligations under the Companies Act and Disclosure Guidance and Transparency and Listing Rules.  |

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| **MAIN AREAS OF RESPONSIBILITY** |
| * Assisting with the compliance with the Companies Act 2006, UK Listing and Disclosure and Transparency Rules and UK Corporate Governance best practice for the Group.
* Assist in the preparation of the annual report and accounts - draft corporate governance sections and provision and verification of information
* Manage the Annual General Meeting (AGM) process including preparing scripts and briefing notes, documentation, planning and organisation, dividend and post event filings
* Lead the dividend share planning process and execution, including preparing and managing dividend documentation and database of shareholders
* Management of Group Entities, including new company formations, name changes, dissolutions and preparation of structure charts
* Maintenance of statutory registers, Companies House filings including confirmation statements and accounts.
* Oversight role for international subsidiary filings and compliance, including managing relationships with overseas third-party suppliers to ensure relevant filings. Also responsible for Blueprint document management system.
* Update relevant parties with Director and shareholder changes - co-ordination of documents and filings, including FCA and RNS announcements
* Assisting with compliance of the Market Abuse Regulation, preparing project and insider lists, advising insiders of their obligations and managing share dealing requests.
* Maintenance of the Directors’ conflicts of interest register, Director’s Interests Register and Substantial Shareholder Register
* Maintenance and update of Board Portal Resource Centre
* Assist with the preparation of Board and Committee papers for circulation via the Board Portal and follow-up actions
* Maintain a register of legal, regulatory and corporate governance developments and drafting the Corporate Governance and Market Abuse Regulation Board reports
* Lead administration of Group employee share schemes, including launch and maturity/vestings and co-ordination of yearly tax returns
* Day-to-day management of the relationship with the Group’s Trustees
* Ongoing management of Anti-Bribery processes, including SharePoint site and Gift Register
* Update and maintain corporate website information
* Assist with annual insurance renewal
* Act as secretary to Health and Safety committee, responsible for preparing agenda and drafting minutes
* Process all department invoices
* Assist with preparation of Modern Slavery Statement
* Departmental champion for Risk, Data and Business Continuity
* Ownership of Department SharePoint site
* Comply with all legal and Company policies and procedures regarding health and safety to ensure you work in a manner that keeps you and your colleagues safe.
* Comply with all applicable UK and Ireland Data Protection and ePrivacy legislation and report non-compliances where identified to the Data Protection team
* Responsible for actively participating in Domino’s performance development process to ensure knowledge and skills remain current and relevant for role.
* The main areas of responsibility are not intended to be exhaustive, but gives a general indication of the role. It is the nature of the Company that tasks and responsibilities are in many circumstances, unpredictable and varied. All colleagues are therefore, expected to work in a flexible way when the occasion arises and acknowledge that tasks not specifically covered in their role profile are not excluded.
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| **ACCOUNTABILITY** |
| * Take overall direction from the Company secretary to ensure the Company works within the legal parameters of a FTSE 250 company
* Make decisions which impact the Group’s governance
* Regularly liaise with the Board of Directors
* Ownership for share plans
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|  **KNOWLEDGE, SKILLS, ABILITY & EXPERIENCE** |
| * Experienced Assistant Company Secretary
* Working knowledge of UK Compliance requirements
* ICSA Finalist, Graduate ICSA or recently qualified chartered secretary
* Worked within a PLC and within the London Stock Exchange
* Intermediate knowledge of Microsoft packages
* Experience working with Blueprint OneWorld and Diligent Board Portal
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|  **COMPETENCIES** |
| ***At Domino’s we recruit, develop and retain the best talent, we work hard and have fun along the way, and our colleagues are;*** A close up of a sign  Description automatically generated     |
| Proud & Enthusiastic: A positive advocate of their brand energises others through their passion. Results Driven: Exceeds goals, pushes themselves to deliver, gets the job done at pace. Focused & Agile: Works towards business goals, flexible to adapt and innovate as needed. Open & Honest: Has sincere and two-way conversations, listens to and respects the views of others**.** Supportive: Encourages and helps others, builds relationships, contributes to a positive environment.  |