Serica Energy (UK) Limited
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www.serica-energy.com

Assistant Company Secretary

Location: Onshore London, opportunity for hybrid working
Role Type: Staff
Salary: Competitive
Date Posted: Thursday 05 November
Closing Date: Thursday 19 November

The Role

The Assistant Company Secretary supports the Chief Legal & Governance Officer in delivering an effective, high-quality company secretarial and corporate governance function for Serica Energy plc and its subsidiaries. The role is central to the smooth running of the Board and its Committees, helping ensure the Company maintains the highest standards of governance, regulatory compliance and decision-making as a Main Market listed company.

Strong Communication is a key aspect of the role, requiring the ability to build trusted relationships across the Board, Executive Team and wider business. By ensuring governance information is conveyed clearly, accurately and at the right time, the role enables informed decision-making and supports the effective operation of the Company's governance framework.

The role promotes a culture of Learning by supporting Board effectiveness reviews, director inductions and ongoing governance training. Through keeping abreast of governance developments and sharing knowledge across the organisation, the Assistant Company Secretary helps strengthen capability, maintain best practice and support continuous improvement.

Operating with Empowerment & Accountability, the role provides expert advice on governance, compliance and corporate obligations while enabling leaders to fulfil their responsibilities confidently and effectively. The position plays a vital role in supporting compliance with the UK Listing Rules, Disclosure Guidance and Transparency Rules, Market Abuse Regulation, Companies Act 2006 and the UK Corporate Governance Code, helping protect the Company's reputation and stakeholder interests.

The role demonstrates Respect through the professional, confidential and impartial management of Board, shareholder and corporate governance matters. By fostering collaboration, valuing diverse perspectives and maintaining the highest standards of integrity, the Assistant Company Secretary contributes to a positive culture that supports effective leadership, responsible governance and long-term business success.

What we are looking for in potential candidates

We're looking for an experienced governance professional who can provide trusted support to the Board and leadership team while ensuring the highest standards of corporate governance, regulatory compliance and stakeholder engagement

Key Responsibilities

- Support the effective operation of the Board and Committees, including meeting planning, governance processes and delivery of high-quality board materials.
- Provide guidance on corporate governance matters and help ensure compliance with UK listing, regulatory and statutory requirements.
- Manage key company secretarial activities, including Board minutes, action tracking, statutory records and regulatory filings.

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- Coordinate shareholder-related activities, including the Annual General Meeting and liaison with the Company's registrar.
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- Support governance and compliance across the Group's subsidiary entities and contribute to the ongoing development of governance frameworks and policies.
- Build strong relationships across the business, providing trusted advice and helping to drive governance best practice and continuous improvement.

Education & Qualifications

- Significant company secretarial experience within a UK Main Market listed company, ideally FTSE 250 or FTSE 100.
- Strong knowledge of the UK Listing Rules, Disclosure Guidance and Transparency Rules (DTRs), Market Abuse Regulation (MAR), Companies Act 2006 and UK Corporate Governance Code.
- CGI (ICSA) qualified, or working towards qualification.
- Proven experience supporting Boards and Committees, including preparing board packs, taking minutes and managing governance processes.
- Experience coordinating AGMs and shareholder-related activities, with confidence liaising with registrars and senior stakeholders.
- Excellent drafting, organisational and communication skills, with a high level of discretion when handling confidential and market-sensitive information.

Our Culture

Serica offers the opportunity to be part of a busy, vibrant working environment with a strong culture rooted in mutual respect and trust.

We are passionate about building an inclusive culture that attracts and encourages diversity. We want our employees to feel that they can bring their true self to work, as we recognise the potential that this unlocks and the value that it brings.

We have created an environment that puts people at the heart of everything we do, based on a shared set of values. This means not just doing the essentials of looking after everyone's health, safety and wellbeing but their development, their sense of belonging and their success.

Only by making our values a real part of everyday life at Serica can we achieve our goals and grow as individuals and together.

In real terms this means being truly supportive of the things that matter to our people.

Next Steps

If, having read the information above, you would be interested in a conversation to take things forward, please use the **Apply Here** button to submit your application.

Please note that applications for this role will be managed by our recruitment partner, the Orion Group. By submitting your application, you acknowledge that your personal data will be shared with and processed by Orion for the purposes of recruitment. For queries or to exercise your data protection rights, you can contact Orion at marketing@orioneng.com. Further information on how your data is used can be found in their Privacy Policy.