

## Legal & Compliance Assistant

Location: Onshore London opportunity for hybrid working

Department: Legal & Governance

Reports to: General Counsel & Company Secretary

Salary: Competitive

Date Posted: Thursday, 11 June 2026

Closing Date: Monday, 6 July 2026

### **The Role**

As Legal & Compliance Assistant, you will play an important role in supporting Serica Energy's Legal & Governance function, providing broad legal, compliance and administrative support across a range of activities critical to our status as a listed company. Working closely with the General Counsel and Legal Counsel, you will help ensure legal processes are well-managed, documentation is controlled effectively, and compliance obligations are consistently met.

You will be a key point of coordination across legal operations, supporting contract administration, document management and due diligence activities. Through clear and effective communication, you will ensure information is accurate, accessible and shared appropriately, helping the business operate efficiently and in line with regulatory expectations.

Collaboration and respect are fundamental to this role. You will work with stakeholders across the organisation to support compliance processes such as KYC, sanctions screening, gifts and hospitality reporting and regulatory submissions — ensuring requirements are understood and delivered in a timely and professional manner.

You will also support corporate governance activities, including contributions to reporting, board materials and company secretarial processes. With a strong focus on continuous learning, you will build your understanding of regulatory frameworks and governance practices while contributing to the ongoing development of policies, procedures and training.

You will take ownership of a range of core processes, from maintaining registers and trackers to managing compliance queries and supporting audits. A strong sense of empowerment and accountability will be key — ensuring that tasks are delivered with accuracy, discretion and integrity, and that Serica maintains robust, audit-ready legal and compliance systems.

### **What we are looking for in potential candidates:**

We are looking for a proactive and detail-oriented individual who is keen to develop within a legal and compliance function and contribute to a high-performing, collaborative team.

### **Key Responsibilities**

- Provide day-to-day legal and administrative support, including contract handling, document management and due diligence activities
- Maintain legal and compliance systems such as registers, trackers and document repositories, ensuring accuracy and version control
- Support compliance processes including sanctions checks, KYC activities, gifts and hospitality reporting and internal queries
- Assist with corporate governance activities, including coordination of reporting, board materials and company secretarial support
- Manage and respond to compliance and legal queries, ensuring appropriate escalation and timely resolution

- Contribute to the development and continuous improvement of legal and compliance processes, policies and training

### **Experience & Qualifications**

- Graduate-level education, ideally in law or a related discipline
- Experience in a legal, compliance or regulated environment (in-house or private practice)
- Understanding of compliance areas such as KYC, sanctions and anti-bribery requirements
- Experience using document management or contract management systems
- Strong organisational skills with excellent attention to detail
- Effective communication skills and a collaborative, proactive approach

### **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, the next step is to contact [stewart.moore@orioneng.com](mailto:stewart.moore@orioneng.com) at Serica's Recruitment Partner, The Orion Group.

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](mailto:marketing@orioneng.com). Further information on how your data is used can be found in their [Privacy Policy](#).

## JOB DESCRIPTION

<b>Job Title:</b>	Legal & Compliance Assistant
<b>Staff/Contractor:</b>	Staff
<b>Department:</b>	Legal & Governance
<b>Onshore/Offshore:</b>	Onshore
<b>Location:</b>	London, UK (with flexibility for hybrid working)
<b>Reports to:</b>	General Counsel & Company Secretary

### Role Purpose

Serica Energy plc is a British independent oil and gas company with production, development and exploration interests in the UK Continental Shelf (UKCS). Listed on AIM, Serica is committed to responsible energy production, operational excellence, and disciplined capital management.

This role provides broad legal, compliance and administrative support to the Legal & Governance team. Working closely with the General Counsel, Legal Counsel and other key stakeholders, the Legal & Compliance Assistant will assist in the delivery of legal services across corporate governance, commercial contracts, regulatory compliance and day-to-day legal operations.

The role also carries direct responsibility for a number of compliance and administrative processes which are critical to Serica's regulated status as an AIM-listed company (with plans to move to the main market in 2026).

### Areas of Responsibility

<b>Geographical Span:</b>	Serica Assets- UKCS
<b>Budgetary Responsibilities:</b>	No
<b>Direct Reports:</b>	No
<b>Travel Required:</b>	Occasional as required

### Main Tasks

*Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.*

#### Legal Support

- Maintenance of and ongoing responsibility for the Legal Library (documents database), ensuring documents are accurately filed, version-controlled and accessible.
- Setting up, amending and cancelling insider lists and confidentiality lists in accordance with MAR requirements.

- Monitoring and updating the Agreement Tracker (tracking agreements from inception to execution / filing), ensuring all contracts and key dates are accurately recorded.
- Drafting and reviewing routine commercial contracts (NDAs, third party transfer documents) and other legal documents under supervision.
- Assisting Legal Counsel with due diligence exercises, including document collation, organisation and reporting.
- Sending documents for execution via DocuSign and maintaining associated signature records.
- Providing general legal administrative support to the General Counsel and Legal Counsel as required.
- Join weekly disputes meeting; maintain disputes action tracker.
- Coordinate legal responses to auditor queries.
- Administration relating to the NSTA (formerly OGA) portal and other regulatory portals as required.

#### **Compliance**

- Member of the corporate compliance team: assist with the design, maintenance and regular review of the internal compliance register.
- Maintenance of the Gifts & Hospitality Register, including reviewing submissions and escalating issues as appropriate.
- Sanctions compliance (OFAC): Companies House checks to support payment authorisations; counterparty sanctions screening.
- KYC (for banks etc): managing third party KYC requests inc coordinating responses with relevant internal teams.
- Ad-hoc vendor due diligence checks when onboarding new vendors to the Counterparty Vetting List (CVL).
- Monitoring the internal compliance mailbox, triaging queries and escalating to the appropriate team member.
- Input into compliance policy and training updates; checking for necessary periodic updates including by keeping up to date on developments on rules, policy and enforcement.
- Assistance on preparing the annual Modern Slavery Act statement.
- Assistance on ensuring compliance training has been conducted.

#### **Corporate Governance**

- Coordinate legal / governance input into the annual report.
- Assist as required on coordinating input into board packs and related materials.
- Assist company secretarial activities as required.

#### **Commercial & Regulatory Administration**

- Monitoring the third-party general queries mailbox as required and directing correspondence appropriately.
- Inputting Drilling & Technical Reports (DTRs) into the invoicing system as requested by operational teams.
- Supporting administration of NSTA and other regulatory reporting obligations as directed by the legal team.

#### **Events & General Support**

- Organisation and logistics of team events, training and meetings.
- Oversight of and follow up on team action lists / priorities and activities.

Diarising and issuing reminders on key legal events and deadlines.

**Professional/Educational Requirements**

**Essential:**

**Essential**

- Graduate-level education; a law degree is preferred.
- Experience working in a legal environment – either in private practice (e.g. as a paralegal or legal assistant) or in-house, ideally within a FTSE 250 UK listed company or otherwise in a regulated environment.
- Familiarity with corporate compliance concepts including sanctions (OFAC), KYC and anti-bribery requirements.
- Experience with contract management or legal document management systems.
- Proficient in Microsoft Office suite (Word, Excel, Outlook, SharePoint). Familiarity with using AI in a working environment would be advantageous.
- CILEX qualification / part-qualification or being a fully qualified lawyer may be advantageous.

**Skills & Competencies**

- Well organised with strong attention to detail and a methodical approach to record-keeping.
- Strong written and verbal communication skills.
- Adaptable, able to manage multiple concurrent tasks and prioritise effectively under pressure.
- Proactive, self-motivated and comfortable working with a degree of autonomy.
- Collaborative team player with the discretion and professionalism appropriate to a legal and governance environment.
- Good project management skills / experience.