

Job Title	Simmons Adaptive – Interim Assistant Company Secretary
Department	Adaptive
Role	Consultant
Job Location	London
Description	

## About Us

### Simmons & Simmons Adaptive:

Clients today need flexible resourcing solutions to meet the changing demands of the marketplace. Simmons & Simmons has always been willing to adapt and embrace new forms of service delivery to meet changing client demands.

Simmons Adaptive is a flexible resourcing solution to meet client requirements at the same high quality you expect from Simmons & Simmons. We understand that our firm is equal only to the strengths of our people and place great emphasis on recruiting and retaining staff who meet our high standards.

As an Adaptive consultant, you will be fully supported by the Simmons & Simmons team with a sponsoring Partner and a client team with whom we would encourage you to engage on a regular basis. You will have access to the firm's resources and Know-how and have the opportunity to be involved in training and development at the Firm.

Simmons Adaptive is the flexible resourcing team for leading international law firm, Simmons & Simmons. For additional information on the firm, please visit [www.simmons-simmons.com](http://www.simmons-simmons.com).

### Main purpose of the role:

Simmons Adaptive is currently searching for a consultant with corporate governance experience, who is available as soon as possible for a 12-month assignment within the asset management sector.

This role will focus primarily on implementing and maintaining the governance process and the delivery of regulatory projects. You will be asked to provide corporate governance advice and support to the business, represent the team on governance projects and maintain and respond to KYC requests.

### **Person specification:**

- You have relevant Company Secretarial or Governance qualifications.
- You will have previous experience of working in a company secretary or governance role, ideally within the asset management sector.
- You have previous financial institutions experience.
- You bring knowledge of board processes and procedures and corporate governance matters.
- You have the ability to communicate effectively at all levels and work with cross-functional teams.
- You will have knowledge of Blueprint.
- You can work effectively as part of a team.

### **Why you should join Simmons Adaptive:**

- You will have access to high-quality roles and work within Simmons & Simmons' market-leading clients.
- You'll have support from a Simmons & Simmons 'sponsor Partner' whilst on external assignment.
- You will be given access to the Firms' resources and Know-how when on assignment.
- We will invite you to our in-person and virtual networking events exclusively for Adaptive consultants, along with firmwide webinars and events.
- You'll be given flexibility to work where and when you want.
- You will have the backing of a leading international law firm.

### **Equal opportunities:**

- We are committed to promoting equality and diversity in the firm and to equal opportunities in employment.
- We believe in equality of opportunity regardless of race or racial group (including colour, nationality, ethnicity, national origins), religion or belief, age, disability, sexual orientation, sex, gender re-assignment and gender identity, marriage and civil partnership, and pregnancy, maternity and paternity. This also includes any incidents of perceptible or associative discrimination and harassment.
- At Simmons & Simmons we seek to attract and retain talented people from a diverse range of backgrounds and cultures, to create an exciting and rewarding place to work. We are supportive of flexible working arrangements wherever possible and we would encourage you to discuss this with us, should this be something you are interested in.

### **Background screening:**

All recruits of Simmons & Simmons will be required to go through our background screening process. Depending on the position you apply for this

may include a Disclosure & Barring Service (DBS) certificate. We undertake not to discriminate unfairly against any subject of a DBS certificate on the basis of a conviction or other information revealed. The firm's policy on the recruitment of ex-offenders is available on request.

*If you are interested in finding out more about this position or wish to apply, please click on the link at the bottom of the page or visit the career pages on our website for the full job description.*