

Investment Manager – Company Secretary

General

Freedom Asset Management Limited (“Freedom”) is a fast growing, regulated fund investment management business with a global client footprint and headquartered in Guernsey, with a regulated branch in Abu Dhabi Global Market.

Freedom operates 3 complementary business lines: (1) Private Client/Family Office investment management, (2) Distribution of third-party funds to European and Middle Eastern institutions, (3) Managed fund solutions for specialist IM/funds.

As Freedom continues to expand in 2020, we are looking for an experienced Company secretary with excellent technical knowledge, fund operations experience and strong communication skills, but most importantly a passionate contributor to a growing business.

The role will form part of the Freedom management team.

The Role:

You will be able to work independently and interact directly with clients. You will have enough experience to comply with statutory obligations, most notable those under Guernsey Company Law, and you will have the responsibility to look after Freedom as a licensed investment manager and some of its clients.

You are to take on the role of Freedom Company Secretary. In this role you will report to the COO. You will pro-actively engage in these duties and your key tasks include undertaking the following:

- Managing board, Investment Committee reports and meetings;
- Drafting and the production of FAML’s executive documentation and delivering those documents to board and committee members on a timely basis.
- Advising the board on effective decision-making, legal and regulatory matters and risk management;
- Ensure compliance with legal and statutory requirements;
- Identifying areas for improved corporate governance;
- Implementing changes in relevant legislation;
- Liaising with lawyers, auditors and administrators;
- Keeping accurate records in relation to FAML’s corporate registers and files and maintain oversight of FAML’s corporate governance diary so that all commitments for each FAML entity is fulfilled in a timely manner and can be readily determined by each board and committee member and allow easy resolution to any issues that may arise and to ensure the smooth running of each meeting.
- Ensure that up-to-date statutory and regulatory records are maintained for each company within FAML and that all documents that are required to be filed by law or are carried out on a timely and accurate basis and in accordance with the relevant jurisdictional legislation.
- Manage, and where appropriate, drafting minutes and legal documentation and maintaining accurate physical and electronic records and archives of the events and documentation.
- Liaise with the activities of the Company’s appointed registrar in relation to the Company’s obligations and responsibilities to its past and present shareholders, ensuring timely delivery of communications

and in compliance with the provisions of the Company's Memorandum & Articles of Association and that shareholder queries are dealt with and resolved fully and promptly.

- Liaise with Freedom's CEO and COO and the wider Operations Team in preparing and circulating, documentation in relation to board, committee and shareholder meetings and ensuring the smooth running of such meetings.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Possess an appropriate license to work in Guernsey;
- Proven demonstrable knowledge (and preferably qualifications) duties of Company Secretary i.e. Guernsey Company Law, POI Law, Stock Exchange rules;
- Qualified ICSA (or similar or training toward this qualification) would be an advantage;
- UCITS experience would be helpful, but not required
- Interpersonal skills: - ability to communicate and deal effectively with suppliers, clients and colleagues at all levels;
- IT literate: MS Office Applications: Word, Excel Outlook, Powerpoint;
- Ability to self-manage time and work unsupervised is essential;
- Ability to work to tight deadlines in a high-pressure environment;
- Ability to manage many projects simultaneously;
- Willingness to go the extra mile.

COMPENSATION

- A competitive salary and, discretionary bonus is available to the right candidate, in line with the candidate's experience and career path.