



Job Title | Corporate Governance Associate

JOB PROFILE | Corporate Governance Associate

BUSINESS AREA: **Legal & Compliance**

LOCATION: **London, SW1**

Role Overview

LCM Partners is one of Europe's leading alternatives investment management firms.

We are widely recognised for our deep understanding of credit and track record of generating strong, risk-adjusted returns for our clients through investments in performing, rescheduled and non-performing loans

The Job Holder will work as a **Corporate Governance Associate** within our Legal Function assisting with various legal and secretarial tasks for the Company including a responsibility for KYC. The role will be based in London

Financial Remuneration

- Basic salary
- 25 days holiday
- Participation in discretionary annual performance related bonus
- Benefits to include private health insurance, pension and life insurance

Job Content

The role covers the daily administration of the governance and KYC processes. Specifically this would include:

- Management and full accountability for KYC and regulatory requests
- Gathering necessary documentation and following up on further KYC queries
- Obtaining necessary certifications to fulfil KYC needs
- Dealing with correspondence / reports / board papers, including those of a confidential and sensitive nature
- Taking and ensuring adequate minutes are maintained and actions are circulated in a timely manner
- Working with legal advisors re fulfilling all company secretarial requirements including shareholder administration and input into new transactions
- Maintaining books and records for the group as appropriate
- Responsible for corporate filings
- Responsible for maintenance of statutory registers (to include director, company and capital changes)
- Responsible for keeping the Company up to date and compliant with statutory requirements
- Complete corporate change checklists
- Support to LCM General Counsel and Legal Team as required
- Other project work as required by the Directors
- Keeping up to date with the Company Law obligations
- Performing other administrative duties as needed

Work Experience and Qualifications

- 5+ years' experience working in governance/company secretarial roles, preferably in financial services with KYC focus
- Educated to degree level
- Good interpersonal and project coordination skills



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- First rate levels of numeracy and written communication
- Excellent attention to detail

Skills

The skills listed below are considered the minimum requirement for the role:

- Written & spoken English to a high standard
- Very good interpersonal skills to facilitate accurate and professional communication at all levels
- Strong communication skills – articulate, confident and self-assured, in order to deal effectively and appropriately with all individuals internally and externally
- Analytical skills
- Microsoft Office, particularly Excel to an advanced level
- The ability to work as part of a team
- The aptitude to deal with volume queries and multi-task