



JOB DESCRIPTION

Role: Corporate Services Executive		Business Function: Legal	
Reports to: Head of Legal – Regulatory & Corporate Compliance		Department: Legal	
Purpose: <i>Brief summary outlining purpose, scope and complexity of the role.</i> To provide corporate administration, company secretarial, and investor relations support to City Football Group (CFG) and its subsidiaries. To provide administration support to Group Legal.			
Accountabilities with Key Outcomes: <i>Describe essential accountabilities the job performs and key outcomes. Accountabilities should be listed (max of 8) in order of importance.</i>			
1	Handling company secretarial matters for all of CFG's group companies (and any related joint venture companies).		
2	Managing the process for producing quarterly Board Packs, including being the key point of contact.		
3	Assisting with general administration matters for Group Legal.		
Knowledge, Skills and Experience: <i>Please give details of the knowledge, education, formal qualifications, specialised training or experience required for the job. Indicate whether requirement is essential or desirable.</i>			
<u>Essential</u>		<u>Desirable</u>	
<ul style="list-style-type: none"> • Understanding of UK company law and administration requirements. • Understanding of principles of good corporate governance. • Company secretarial work. • Administrative support at Senior Management Level. 		<ul style="list-style-type: none"> • Company law, corporate administration qualifications. • Previous experience in sport/football. 	



- Working to tight deadlines for demanding people.
- Maintaining well-organised and detailed documentation records.
- Excellent abilities with PowerPoint in particular, plus Word, Excel knowledge.
- Attention to detail.
- Have the ability to work in a fast-moving environment.
- Responsive to guidance and instruction.
- Highly self-motivated.
- Enthusiasm and willingness to be flexible in approach to achieve desired outcomes.
- Pro-active and engaging style.
- Strong 'can do' approach.
- Remain calm under pressure.
- High work commitment.
- Willing to self-evaluate and work towards continuous improvement.
- Commitment to equal opportunities.
- Displays values of pride, professionalism, perseverance and passion.
- Customer service approach to interactions.
- Possessing communication skills that are clear, engaging and responsive.
- Working with sensitive information and handling highly confidential matters.
- Planning to achieve around fixed deadlines, and problem solving skills using initiative and sensitivity.
- Literate with a good command of English, both spoken and written.



Job Impact/Influence Measures: *Show data in approximate or in a range which job has impact on. Please state if the impact is **direct** or **indirect**. Think about financial elements e.g. budget, scale of role e.g. people management, network reach, sales impact etc.*

Direct impact on ensuring company secretarial compliance by CFG and its subsidiaries.

Decision-making Authority: *Indicate what decisions the job is expected to make and what it is expected to recommend.*

The role holder will advise the General Counsel and the Head of Legal – Regulatory & Corporate Compliance to determine the processes and procedures to be followed by the CFG to ensure compliance with all applicable company law legislation.

Safeguarding

This role does not involve working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). However, the need to work with the Academy, plus Safeguarding reporting in to the General Counsel means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.