



THE TALENT SOLUTION FROM
THE INVESTMENT ASSOCIATION



Investment20/20 Trainee Job Description

Company Secretarial Trainee

Who are we?

Federated Hermes is an asset manager with a difference. We provide world-class investment management services and believe that we have a duty to deliver outcomes for our clients that go far beyond the financial. We consider the impacts of our investment decisions on society, the environment and the wider world, and work with companies to create a more sustainable future for all. Our goals are to help individuals invest and retire better and to contribute to positive outcomes in the wider world.

We have been doing this since 1983 and we now manage money for more than 571 clients in 34 different locations across the world. The international business of Federated Hermes is predominantly a London-based organisation and has approximately 500 employees globally.

Why work for us?

At Federated Hermes we have a strong culture of responsibility and believe that it is a far wider concept than just shareholder engagement. We believe we should lead by example, and we have therefore created the Federated Hermes Pledge, an expression of our commitment to always act responsibly and transparently. The Federated Hermes Pledge makes clear our commitments, obligations and responsibilities as an organisation and as individuals. As part of the Pledge, staff agree to act ethically, responsibly and with integrity; and to put the interests of our clients and their beneficiaries first.

As a business we recognise that our people are our biggest asset and the strength and market differentiator behind our products and services. Our strategy is to provide high quality training and development solutions that support individual's objectives and development as well as the organisation's objectives.

Programme information

Our trainee programme is designed for school/college leavers as well as graduates and offers paid year-long placements in a variety of different roles. While you may not have an in-depth understanding of the investment management industry, our programme will introduce you to this worthwhile and exciting industry and the variety of roles and opportunities it has to offer. You will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent job, either with us or with another industry firm.

As a trainee you will be part of the wider Investment20/20 trainee community providing you with opportunities to network with other trainees across the industry and participate in socials and industry insight events.



Our trainee programme is a fixed term one-year contract paying £25,000. You will receive 25 days annual leave. This role is based in London.

We have the following exciting opportunity within our Legal division:

The Team

Legal Team

The international business of Federated Hermes ' Legal team consists of 12 staff, 8 lawyers, 3 company secretaries and the team PA.

Company Secretarial Team

The team consists of three team members, who are all qualified company secretaries, with two working full-time and one part-time. The team provides a full company secretarial service to the international business of Federated Hermes and its UK subsidiaries; to a range of subsidiary companies and to several real estate joint ventures. This includes:

- providing end to end meeting support for both boards and committees of all of the operating entities;
- maintaining the statutory records for all entities ensuring compliance with annual statutory filing obligations;
- providing company secretarial support in relation to company incorporations or dissolutions;
- processing director appointments and resignations and other changes as required;
- ensuring power of attorneys and authorised signatory lists are kept up to date;
- maintaining company structure charts;
- providing Know Your Client or other information to external third parties, client services, Federated Hermes in the USA or other colleagues as requested;
- providing advice on corporate governance matters and statutory obligations as and when required by the business

Role

You will work as a key member of the small Company Secretarial team to help provide business as usual (BAU) support on a day to day basis, as well as providing assistance with a number of projects related to introducing greater efficiencies for the team's activities. Tasks you will get involved with will include:

- **BAU**
 - Meeting administration - including diarising meetings, collating papers, uploading onto BoardPacks portal;
 - Companies House filings;
 - Maintaining Diligent Entities statutory software system for live companies;
 - Updating the company intranet with structure charts, director changes, meeting dates, Power of Attorneys, authorised signatories; and
- **Projects**
 - SharePoint Folders – streamlining of folders for ease of access; and
 - Diligent Entities – review of all records and functionality.



Skills and requirements

You will ideally be a recent graduate who can demonstrate a genuine interest in the role of a company secretarial team. Whilst the role is primarily to provide support to the three company secretaries in their work, there is the potential for additional knowledge and experience to be gained and therefore, you must also demonstrate a strong desire to learn, coupled with enthusiasm and a 'can do' attitude.

You will be a genuine team player who can easily adapt to changing business requirements and prioritise conflicting issues appropriately. Additionally, you will be able to demonstrate the following:

Behaviours & Soft Skills

- An ability and willingness to learn
- High level of attention to detail
- Collaborative team player
- Receptive to change
- Flexible in terms of hours worked to meet the needs of the team and the business
- Punctuality and the importance of meeting deadlines
- Strong and clear communicator

Qualifications

- A degree (or equivalent) is preferred, together with evidence of an interest in pursuing either a company secretarial or a legal career

How to apply

Please send your CV and covering **letter answering the questions below** (*no more than 250 words for each question*) to Sharon.Reeves@hermes-investment.com Please could you subject the email '**Investment20/20 – Legal**'.

1. Why are you applying to us for this traineeship programme?
2. Tell us about the best team that you have been a part of and what your contribution was. What made it such a good team?
3. Tell us about the most interesting project or piece of work you have completed as part of your studies at either school/college or university. What did you have to do and what interested you most about it?

Successful candidates will be invited to attend an interview (currently being conducted via Teams). Unsuccessful candidates will be notified by email.

Key dates

Online applications close: 3 December 2021

Start date: January 2022

Equal Opportunities

We believe in equal opportunities for all and aim to ensure that no current or prospective employee is treated less favourably on the basis of their gender, race, ethnicity, religion or



belief, gender identity or expression, marriage or civil partnership, pregnancy and maternity, age, sexual orientation, or disability.

Federated Hermes values diversity and is committed to the recruitment and retention of underrepresented minority groups. We welcome applications from all eligible candidates, and we particularly encourage applications from eligible candidates from a Black, Asian and Minority Ethnic background, as these groups are underrepresented throughout the financial services sector.

As a Disability Confident Employer, we are working to create a workplace that enables all staff to reach their full potential. We are committed to this because we know that greater diversity and inclusion will lead to an even greater positive impact for the people we serve.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, and inclusive staff networks who help drive our diversity agenda.

