

Yeo Valley Services Limited Job Description



THE DETAILS	
JOB TITLE	Governance Assistant
BUSINESS ENTITY	Yeo Valley Services Limited
TEAM/DEPARTMENT	Services
SITE THE ROLE IS BASED	Yeo Valley HQ
REPORTING LINES	
REPORTS TO	Head of People & Governance
DIRECT REPORTS	NA
TEAM SIZE	5
ROLE & PERSON SPECIFICATION	
Key Aim of The Role	Reporting to the Head of People & Governance, this role will support the central functions for YVL and will play a key role in assisting the services department with company secretarial, legal and general administrative tasks.
Key Responsibilities	<ul style="list-style-type: none"> ♥ Providing support with governance and corporate compliance for c30 legal entities under the Yeo Valley family of businesses umbrella ♥ Assisting with preparing confidential legal documentation and board reports ♥ Providing governance assistance to portfolio companies and equity investments including preparation of legal documents ♥ Board meeting diary management, board agendas and reports preparation ♥ Administration and maintenance of the governance & legal database ♥ Supporting the process of legal contracts approval and execution ♥ Support to team members with finance admin, expenses, and purchase orders ♥ Maintenance of statutory registers ♥ Attending meetings and taking minutes ♥ Providing administrative services to family office ♥ Managing corporate hospitality bookings, tickets and debentures across the Yeo Valley businesses ♥ Administrative role supporting all areas of Services team
Personal Specification	<ul style="list-style-type: none"> ♥ Higher level qualification in law, corporate governance or finance (eg. CILEX, CGI). ♥ Knowledge of entities management software (eg. Diligent) preferred ♥ Excellent written, oral, and personal skills. ♥ IT literate to high standard including Outlook, SharePoint, Word, PowerPoint, and Excel. ♥ Highly organised and efficient.

	<ul style="list-style-type: none">♥ Reliable and trustworthy with confidential information.♥ Ability to prioritise and manage workloads from a variety of sources.♥ Team player but with initiative to make decisions.
Benefits	<ul style="list-style-type: none">♥ Yeo Valley Ltd will contribute 8% of your salary into the company pension scheme♥ Life Cover Insurance of 3 times your salary♥ Health Cover Cash Back Plan with Westfield Health (dental, optical etc).♥ Electric vehicle salary sacrifice scheme (subject to qualifying conditions)♥ Discounted Canteen and staff shop♥ 25 days holiday (plus bank holidays)♥ Training and development opportunities♥ Part-time with flexible working pattern available – 20 hours per week