

About Athora

Athora, through its subsidiaries, is a specialist solutions provider in the European insurance market. We offer acquisition, portfolio transfer and reinsurance solutions to insurers to free up capital, management capacities and operating resources. Our principal operational subsidiaries are Athora Lebensversicherung in Germany, Athora Ireland in Ireland, Generali Belgium in Belgium and Athora Life Re, a Bermuda-domiciled reinsurer. Athora has about 800 employees, 800,000 policyholders and total consolidated assets of approximately €15 billion. We have ambitious plans to grow our business across Europe and we are looking for like-minded people to join us on our journey.

Working at Athora

We offer a fast-paced, dynamic work environment where our actions define us, more than any words or promises. We innovate to keep our business at the forefront of the market. People are at the heart of what we do, and we always value that humanity. We do what we do as well as we can because we are about improving lives, inside and outside our business.

Executive Summary

Role Title:	Group Company Secretary
Reporting to:	Group General Counsel
Team:	Legal
Function:	Legal & Compliance
Location:	Dublin, Ireland

Purpose of this role

Athora is building a new name for insurance and reinsurance in Europe and this is an outstanding opportunity for a highly ambitious individual to make their mark within a new and developing corporate environment. This role is based in Dublin and will be a key appointment in our group legal team. Commercially astute, you will play an integral role in delivering our ambitious growth plans by providing corporate governance advice to Athora Group. This role involves being the communicator, the facilitator and the legal advisor to the board or to the companies' shareholders. As a trusted adviser, you will work closely with our senior leadership teams across our operations in Ireland, Bermuda, Belgium, Germany and the UK.

Key Contribution Areas

Corporate Governance

- Advising various Boards on corporate governance issues enabling the practicalities of the corporate framework identified in relevant Corporate Governance obligations to be implemented effectively and efficiently.
- Responsibility for drafting a range of documents on corporate governance related issues for consideration by the Boards.
- Acting as an information and reference point for the chair and other committee members,
- Organising and formally documenting the annual Board review and performance process.
- Ensure all Irish entity activities operate in accordance with company law and applicable local regulatory requirements in respect of corporate governance; Athora governance and subsidiary management policies and procedures
- Oversee, planning and organisation of general meetings, board meetings and board committee meetings including agreeing agendas, drafting resolutions, delivery of board papers, minute taking and execution of board decisions
- Driving the production of an annual work-plan for all Committees.
- Ensuring accurate documentation of all Board/Committee meetings and that all actions are communicated/progressed by the relevant accountable executives.
- Ongoing oversight of adherence by Directors to Fitness & Probity regime.
- Reviewing and where appropriate, updating (at least annually) the Board Charter and Board Committee Terms of Reference.

Legal

- Advising Senior Leadership on key Regulatory and Legislative requirements affecting the business
- Provide legal support and advice across a diverse range of projects
- Assisting with the Legal aspects of implementing contractual arrangements between Athora and its' clients
- Working closely with legal counsel in Dublin, London, Bermuda and Germany

Personal Capabilities Required

- Ability to develop and maintain strong relationships with business leaders and senior stakeholders;
- An independent thinker, motivated, deadline driven and a self-starter;
- Excellent interpersonal skills alongside effective leadership and collaboration with other teams;
- Excellent communication skills, both written and verbal with the ability to win commitment from others;
- Excellent business writing and minute taking skills
- Confident and Honest
- Problem solver with strong attention to detail

Functional or Technical Knowledge and Skill Required

- Experience in insurance sector especially the life and pensions sector highly desirable
- Company secretarial experience essential, preferably at Board-level and in a financial service environment
- Member/student of the institute of Chartered Secretaries and Administrators (ICSA) advantageous
- Solicitor or Barrister (3-5 years PQE)

**If you wish to apply, please send your CV to hr@athora.com
The closing date for receipt of applications is Friday 29th March 2019**