

# GET READY FOR EVERYTHING.

**SUPERDRY**  
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## DEPUTY COMPANY SECRETARY

## CHELTENHAM

### WHO WE ARE

Superdry is a British, founder-led brand with a truly global presence. We've been proudly creating world-class product for almost two decades, offering genuine choice to our customers with our curated style collections.

Our mission is to be the No. 1 sustainable style destination, delivering product that is authentic with unmatched quality and true integrity, much like our people.

We are on an ambitious, style-obsessed journey and need talented people to join us on the adventure. Are you ready for everything?

### THE ROLE

Reporting to the Group General Counsel and Company Secretary, the core purpose of the role is to ensure the Company is fully compliant with UK Listing requirements and that all subsidiaries are compliant with regulatory, legislative and other requirements

### YOU WILL

- Report into the General Counsel & Company Secretary and manage the Assistant Company Secretary
- Work closely with other members of the Company Secretarial team as well as members of the Board, the Executive Committee and other stakeholders across the business as required
- Provide technical input as required to ensure that the Board and its Committees are striving for best practice UK Corporate Governance standards
- Provide the Board/Committee members with timely/accurate information by:
- developing and issuing agendas/papers/reports
- attending and preparing minutes for meetings where requested in the place of the Group General Counsel and Company Secretary
- issuing draft minutes to be approved by the Chairman
- Assist with statutory reporting including managing the production and completion of the Annual Report and Accounts, plus input into subsidiary statutory accounts as required
- Attend Board and Committee meetings and ensure the effective execution of Company general meetings, in particular the Annual General Meeting (including related shareholder circulars)
- Ensure appropriate policies, procedures and systems are put in place across the business and to oversee compliance against these requirements working closely with other stakeholders

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- Monitor the effectiveness of delegated authorities and initiate changes as required
- Ensure all UK company filings and regulatory announcements are made in a timely and efficient manner, including confirmation statements and statutory accounts
- Oversee, with the assistance of the Assistant Company Secretary any outsourced global entity managed services providers, the management of international subsidiaries from a governance and regulatory standpoint
- Manage the Company's share schemes and its share capital

## YOU ARE

- ICSA qualified and have a detailed understanding of UK company law, listed company regulation and corporate governance best practice obtained within a listed company – and are confident in your communication of such matters
- Exceptionally professional working with the highest levels of integrity at all times
- Experienced in delivering projects and working with other functions and have a proven track record of operating in management roles
- Able to fully understand and convey complex ideas simply using everyday language and have strong written and oral communication skills
- Able to communicate and influence effectively across a range of complex internal and external stakeholders. In particular you will have a proven ability to successfully build trust with senior key stakeholders including at Executive and Director level across the breadth of the business and externally (including with registrars and brokers etc)
- A strong problem solver, with demonstrable intellectual capability and flexibility. You will be open to trying new ideas with a real passion to drive improvements in the Company Secretarial team
- Highly experienced working in a full service company secretarial team within a listed company environment and preferably one with international subsidiaries - but looking for a part time role at this point in your career
- Familiar with and know how to use a number of core secretariat systems and databases including Blueprint and board portals (ie Diligent, Board Intelligence or similar)
- Able to work and thrive in a sensitive and highly pressurised environment
- A team player able to support the Group General Counsel and Company Secretary with robust reliable advice and recommendations as well as the skills to nurture and develop the abilities of the Assistant Company Secretary

## WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING...

- 25 days annual leave, plus bank holidays, we also offer a holiday buying scheme
- An additional day off to celebrate your Birthday
- Family is massively important to us, so we have a broad range of family-friendly working policies in place, including enhanced maternity, paternity, and adoption leave
- Company Pension scheme
- All employees are covered by our Life Assurance policy whilst working at Superdry. We feel it's important to offer protection for your family and loved ones in such a situation and to support this we offer life assurance cover which pays a lump sum equivalent either twice or four times your annual

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salary

- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount in store and online
- Our Head Office is home to our very own store for staff only where you can treat yourself to heavily discounted sample stock
- A health cash plan is open to all employees.
- Flexible working and core working hours between 10am – 4pm to help you achieve that all-important work-life balance
- Access to onsite parking and as part of our sustainable development goals, we have a selection of electrical car parking points freely available to staff.
- A range of learning and development materials to help you in your career and grow with us
- We like to give back, so we allow our employees time off for volunteering work
- A global employee assistance plan in place that you can access anytime you want - it's free and confidential
- You'll also have access to a Cycle To Work Scheme and an excellent Car contract hire/purchase scheme
- A range of local discounts with businesses across Gloucestershire

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves at work.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.

Please also have a look at our [career website](#). Here you can find information about the Growing Futures Programme, a scheme that supports applicants from ethnic minority backgrounds to apply for roles at our HO in Cheltenham.