**Job title:** Paralegal

**Responsible to:**  General Counsel

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

To support the General Counsel ensuring that the Care UK group complies with its legal and financial obligations and maintains a first-rate standard of corporate governance. To oversee all insurance claims which will involve working closely with our insurance broker (Lockton), claims handler (DAC Beachcroft) and insurers. To administer the insurance programme including data gathering, premium allocation and dealing with general insurance queries. To maintain Care UK’s company books and making all necessary filings at Companies House (including annual returns and director appointments) as well as drafting minutes for the Propco board meetings.

### Key Responsibilities

* Ensure the insurance claim process continues to meet the needs of customers, changes in regulation and the standards required by our insurers.
* Develop strong working relationships with our insurers (in particular Zurich), our claims handler (DAC Beachcroft), and our insurance broker (Lockton), highlighting potential risks or anomalies and ensuring our advisers are acting within their agreed terms.
* To administer the insurance programme including data collection, premium allocation and general queries on the various policies in particular regarding the vehicle fleet (eg speeding and parking tickets).
* To be responsible for Companies House filings including annual confirmation statements, annual accounts, board changes etc as well as drafting and arranging signature of board minutes.
* To update and maintain (i) the Company Books on Diligent; (ii) the corporate structure charts; (iii) the Corporate Gifts Register; and (iv) various compliance policies on MyCareUK.
* To be responsible for investor relations including queries from shareholders.
* Assist with (i) group reorganisations including striking-off unwanted companies; and (ii) issuing new loan notes/PIK notes for the Treasury team.
* To provide corporate information for tenders.
* To assist other members of the legal team with GDPR work and research.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

|  |
| --- |
| **Name of postholder/applicant** |
| **Signature**  |
| **Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * GCSEs (or equivalent)
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| Experience | * General insurance knowledge
 | * Insurance claims handling
* Previous experience within a Company Secretary role
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| **Technical Skills** | * Ability to produce reports, executive summaries, presentations etc.
* Excellent planning and organisational skills
* Good IT skills in particular excel spreadsheets
 | * Knowledge of the care home sector
* Knowledge of relevant corporate governance standards
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| **Personal Qualities** | * Self-motivated, flexible and enthusiastic approach to work
* Excellent communication skills
* Works collaboratively with others sharing ideas and information at all times
* Effectively builds trust with a consistent approach between actions and words
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