

<b>Company</b>	OMEX UK
<b>Job Title</b>	Company Secretary
<b>Main Site</b>	Home based with regular travel to Huntingdon and other OMEX sites
<b>Contract Terms</b>	Full time, Permanent
<b>Reporting to</b>	Executive Chairman

### The Company

OMEX is a dynamic group of companies operating throughout the world, specialising in complex liquid formulations for use in industries ranging from agriculture to energy. OMEX develop, manufacture and supply solution fertilisers and foliar liquid fertilisers, micronutrients for biogas plants, wastewater treatment solutions and de-icers in the UK and exporting to over 85 countries worldwide. The three businesses based in the UK provide expert advice and products to customers and distributors. This is a family run business, founded in 1976. The company treats its people very much as part of their extended family greatly valuing their contribution toward its continued success and growth.

### The Role

Our Company Secretary will be responsible for ensuring high standards of corporate governance, statutory compliance and efficient administration.

They will act as the primary advisor to the board on financial, legal and regulatory obligations, manage board meetings, handle shareholder communications and maintain statutory registers to ensure company legality.

The role will be employed by OMEX UK but will support all 6 of our operating businesses, OMEX Agriculture Ltd, OMEX Agrifluids Ltd, OMEX Environmental Ltd as well as our sites in Brazil, USA and Canada.

The role will have one direct report (Payroll Administrator).

Regular travel to UK sites will be required, opportunity to travel to our site in North America bi-annually.

### Key Responsibilities

- Corporate Governance- Leading on governance policies, ensuring compliance with laws (like the Companies Act 2006).
- Board support- Organising board meetings and AGM's, including preparing agendas, preparing board packs, recording minutes and tracking action items.
- Statutory compliance- Filing necessary documents with Companies House, managing shareholder registrations and maintaining company records.
- Insurance- Manage the insurance process including the preparation of forecasts and declarations, negotiations with brokers and supervision of any claims.
- Banking/funding - Responsible for coordinating the banking relationships, working closely with the individual company finance departments.
- Legal and Regulatory – Advise on corporate law matters and coordinate external advice when required, support on registration and trademark activities.
- Risk Management & Compliance Systems – Support internal controls and compliance procedures, monitor risk management frameworks and support the audit processes.
- Taxation - Support the preparation of corporation tax computations in conjunction with tax advisors, including R&D claims. Deal with any HMRC enquiries.

- Intercompany Transactions – Promote group policies and coordinate intercompany transactions, including but not limited to, cross charges, management fees, intercompany purchases/sales and intercompany agreements.
- Support the UK companies remuneration process, including benefits in kind.

### Qualifications, Skills & Experience

- Finance qualification such as ACCA, CIMA, AAT - Desirable
- Degree in Finance, Law, Accountancy or Business Management- Desirable
- Strong legal and regulatory knowledge
- Impeccable attention to detail
- Excellent communication and interpersonal skills
- Organisational and administrative abilities
- Analytical and strategic thinking for corporate planning
- Confidentiality and ethical judgment in handling sensitive information
- Keen to learn and progress a career with OMEX.
- A team player with a strong fit to the OMEX vision & values (see below).

### Vision

Our vision is to optimise life's essentials- **food, energy and water**- so people and planet can thrive for generations to come.

We do this through cutting edge, science-driven solutions that nourish soils and crops, power cleaner energy and purify water- turning vital resources into resilient systems to ensure we can all flourish in a changing world.

**OMEX: Optimising Life's Essentials**

### Values

<p><b>Embrace the challenge. See the opportunity.</b></p>	<p>Every challenge holds an opportunity. Guided by curiosity, agility and a can-do mindset, we navigate obstacles and turn problems into progress- finding smarter, stronger ways forward when it matters the most.</p>
<p><b>Do the right thing. Always.</b></p>	<p>We put people and planet first. Acting with integrity, empathy and respect- even when it's hard- is how we earn trust and build lasting relationships.</p>
<p><b>Be in it for the long term.</b></p>	<p>The best results come from lasting relationships. We think beyond the quick win, make decisions for the long term, and invest in trust to create value that endures.</p>
<p><b>Roll up your sleeves &amp; pursue excellence</b></p>	<p>We're all in and committed to quality. We bring energy, passion and high standards to everything we do. By giving our best, we deliver excellence that helps our world thrive.</p>
<p><b>Grow together, whatever the weather.</b></p>	<p>Storms pass, but strong partnerships endure. We learn continuously, work as a team, and grow stronger together through challenge and change.</p>

## Employee Benefits

- Competitive salary
- Discretionary annual bonus payment
- Private medical insurance
- Health cash plan
- Salary exchange pension scheme (contributions- employer 5.6%, employee 3.4%)
- Life assurance – 4 x annual salary
- Income protection scheme (36 month qualifying period)
- Daily lunch allowance when working at any of the OMEX sites
- Opportunity to purchase company shares after 2 years.