

Group Company Secretary and Governance

Applications are invited by the Cayman office of MaplesFS for the position of

Group Company Secretary and Governance

who will report directly to the Maples Group and MaplesFS General Counsel. The primary responsibilities of the role will be to oversee and maintain the corporate books and records for the Maples Group entities. Responsibilities will also include oversight of the entities' regulatory and statutory obligations. The role will involve a high degree of independence, responsibility and accountability and will require liaison with a network of stakeholders across all offices. Effective communication, a high degree of attention to detail and responsiveness will be critical to the role.

The successful candidate will be a graduate with an excellent academic background and a minimum of 5 years relevant experience in a company secretarial role supporting a large portfolio of entities and with specific experience supporting regulated entities across a wide range of jurisdictions. The candidate should have a legal background or company secretarial qualification.

Key skills required for this role include experience working effectively and collaboratively across multiple jurisdictions, strong risk awareness, and the ability to credibly manage and influence multiple stakeholders at senior levels across the group.

We offer a supportive environment, structured on a team basis. Benefits include 4 weeks' vacation (pro-rated), health insurance and pension plan. Salary will reflect qualifications and experience and be in the range of US\$85,000 to US\$108,000.

Qualified applicants should write, enclosing their CVs, to careers@maplesfs.com quoting reference: Cayman - Group Company Secretary.

Only successful candidates will be contacted.

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.