

## **FOI238 Response**

### **Request**

Please could you tell me if the band 7 post Deputy Company Secretary is a post which requires qualifications. Please could you send the job description?

### **Response**

Please find attached the requested job description for the band 7 Deputy Company Secretary role and note that there is no person specification associated with this role.

However, the desired qualification for the band 7 Deputy Company Secretary would be either having or studying towards Institute of Chartered Secretaries & Administrators qualification.