

JOB DESCRIPTION

Job title	Company Secretary Administrator
Location	Milton
Department	Accounts
Line manager job title	Partner, Accounts

Overview

Working within the Accounts team, this role provides support on the administration of company secretarial work for clients and colleagues, as well as providing advice on company law questions and acting as the point of contact for all co sec work.

Key accountabilities

- Drafting and submitting forms and statements to Companies House.
- Updating the statutory registers (maintained on company secretarial software).
- Preparing and issuing share certificates and dividend paperwork.
- Responsible for keeping track of whether PSCs remain correct when shareholdings change, and updating Companies House when a change is required.
- Preparing agendas, notices and minutes as required.
- Liaising with internal managers and clients where required.
- Biling all company secretary work to clients and ensuring 100% recovery of fees.
- Working on ad hoc projects as directed.
- Assisting other team members as and when required to help cover holiday / sickness absence and busy periods.
- Undertaking such other tasks as may be reasonably assigned from time to time.

Person Specification

- Understanding of legal and regulatory requirements related to corporate governance.
- Familiarity with technology and tools used in company secretarial services.
- Excellent knowledge and use of Microsoft Office.
- Highly computer literate and able to use case management systems efficiently.
- Excellent attention to detail.
- Good communication skills.
- Curious and can-do attitude.
- Team player.