

Détail de l'offre : Assistant Company Secretary

Partenaire	Euroclear
Ville	London
Référence	6476712
Titre	Assistant Company Secretary
Description du poste	<p>Assistant Company Secretary</p> <p>We are looking for a Manager to join the in-house Secretariat team. We are seeking an experienced company secretarial professional with good technical acumen and a proactive approach, who is used to consistently producing high quality work to tight deadlines.</p> <p>This is Maternity leave cover for six month starting 1st October 2019. Working from Embankment Place, London Monday to Friday office hours. These can be flexible. This is paying up to £ 350 per day dependant on proven experience</p> <p>About the role</p> <p>This role is to provide maternity leave cover. It will involve acting as secretary to certain board committees, which will include planning and creating agendas, drafting high quality formal minutes as well as performing company secretarial duties for other entities. The role will also involve working alongside team members to assist with board meetings, or deputising where appropriate, as well as managing and taking ownership of certain projects. A key aspect of the role will be to quickly develop strong relationships with senior stakeholders and the ideal candidate will be experienced in working with board members.</p> <p>This is an interesting, fast-paced and varied role, right at the heart of the firm. It is an exciting opportunity for a company secretary who is looking to broaden their exposure to senior management and to develop their business knowledge at the core of the client. The following qualification, skills and experience are required for this role:</p> <p>Qualification:</p> <p>Chartered Company Secretary (ACIS); or</p> <p>Solicitor</p> <p>Essential skills and experience:</p> <p>The successful candidate is likely to have 3+ years relevant post qualification experience and will possess the following skills and experience:</p> <p>An excellent knowledge of company secretarial practice;</p> <p>Strong written and verbal communication skills;</p> <p>Ability to build effective relationships across the firm, including with the leadership of the firm;</p> <p>A proactive approach with good attention to detail;</p> <p>Excellent organisational skills with the ability to manage stakeholder expectations;</p> <p>Experience of planning, attending and minuting board and committee meetings; and</p> <p>Experience of managing the statutory compliance for groups of entities, ideally including familiarity with Blueprint.</p> <p>Pour postuler cliquer ici.</p>
Type de contrat	Emploi
Métier	Finance / Gestion/ Audit
Localisation	London
Pays	Grande-Bretagne
Profil recherché	<p>Assistant Company Secretary We are looking for a Manager to join the in-house Secretariat team. We are seeking an experienced company secretarial professional with good technical acumen and a proactive approach, who is used to consistently producing high quality work to tight deadlines. This is</p>