



Senior Executive/Assistant Manager - Company Secretarial, Corporate Governance & Compliance

Job description

Job type:	Permanent, Full-Time
Role:	Senior Executive/Assistant Manager (experience dependent)
Experience:	1 – 3 years in a company secretarial role (anticipated).
Qualifications:	GradCG or working towards it.
Salary:	Dependent on experience
Study support:	Paid study leave and exam fees where applicable.
Start:	ASAP
Location:	Central London (min. 3 days/week) with hybrid working available

If you have little or no company secretarial experience but are keen on pursuing a company secretarial career in professional services, please check our website Careers page for details of trainee roles (<https://www.oneadvisory.london/why-work-for-one-advisory>).

About the company

ONE Advisory is a leading advisor to growth companies listed or seeking a listing on London's public markets. We provide a unique range of outsourced finance, company secretarial, governance and advisory services, from our City of London offices. We are sector agnostic, and our clients span a wide range of industries, including food and drink, mining, online retail, media, IT and building services.

Our strength lies in the quality of our people. We invest heavily in our team and provide opportunities to obtain enhanced professional qualifications. Our Company Secretarial, Governance and Compliance team has grown significantly over the last 18 months and currently has 16 members, being a mix of chartered governance professionals and trainees undertaking their qualifications. The Finance team is of a similar size and is also a mix of qualified and training professionals.

For more information on who we are and what we do, please see our LinkedIn feed and our website at www.oneadvisory.london.

About the role

We are seeking candidates who are keen to learn and progress quickly, with demonstrable company secretarial experience and a reasonable grounding in board support, governance and compliance. This role may suit an in-house company secretarial assistant looking to get more direct exposure to board meetings and governance advice, or someone with a professional services background looking for a new challenge, more client exposure and the opportunity to join a dynamic business. There is plenty of scope for career progression within the team.

www.oneadvisory.london

ONE Advisory Limited

Registered Office: 201 Temple Chambers, 3-7 Temple Avenue, London EC4Y 0DT

Telephone: 020 7583 8304 Fax: 020 7583 8301

Incorporated in England and Wales Registered No: 5226417

VAT Registration No: 869 6848 41

With support from the team (senior and junior) and with the benefit of our in-house knowledge resources, you will be handling the day-to-day compliance and company secretarial duties of a portfolio of corporate clients, including:

- attending clients' board and committee meetings, overseeing the preparation of meeting packs and writing minutes from the meetings.
- advising on corporate governance matters under the corporate governance codes.
- advising on compliance with company law.
- ensuring proper completion of filings with Companies House and maintaining company books.
- Shareholder meeting processes and documentation.
- MAR record keeping and processes.
- Share options administration.
- AIM rules compliance.

The successful candidate will be expected to be client facing from the outset and will be afforded significant client relationship responsibilities early in the role with a view to taking the lead in client relationships (with support) as time goes by. The role will also provide an opportunity to get involved with business development and brand building (e.g. writing articles for the website/LinkedIn and building relationships with other advisors) internal projects to support the growth of the team, and knowledge capture and dissemination (e.g. assisting with training, developing our know-how resources, becoming an SME in an area of interest, and preparing client briefings).

For part-qualified candidates, ONE Advisory funds its trainees' professional CGI exam fees and provides paid study leave to support them in their training to become a qualified Chartered Governance Professional.

The successful candidate will be expected to work in our offices at least 3 days a week to enhance training and development opportunities and to develop relationships with the team.

Skills

We are looking for an ambitious, organised, forward-thinking, team-player to join us. Accordingly, we are looking to recruit those with the following characteristics or skills:

- excellent written and verbal communication skills.
- well organised.
- high level of attention to detail.
- entrepreneurial spirit.
- client-focussed and professional.
- self-motivated, proactive, positive and a team player.
- keen to contribute to the development of the team, its internal resources and the growth of the business.
- interested in assisting the development of junior team members (with a view to line management in due course).
- keen to pursue a career as a corporate governance professional in a professional services environment.
- demonstrable company secretarial experience (ideally in a professional services environment) including at least some of the following:
 - board and committee support (ideally including minute writing experience).
 - statutory compliance and use of Diligent Entities.
 - Listing Rules and/or AIM Rules compliance.
 - Market Abuse Regulation compliance.

- UK Corporate Governance Code and/or the QCA Code advice.
- transactions and project management.

Process

Candidates are invited to submit their CV and application form through our website at <https://www.oneadvisory.london/why-work-for-one-advisory>.

Selected applicants will be sent a short written exercise to complete before being invited for interview.