**ONE Advisory**

**Trainee – Governance Professional – Professional Services – Listed Companies**

Job type: Permanent

Role: Trainee

Salary: £30-35k dependent on experience and qualifications

Start: January 2024

Location: Central London

**About the company**

ONE Advisory provides outsourced finance, company secretarial and advisory services. Our clients span a wide range of industries, including food and drink, mining, online retail, media, IT and building services. Founded in 2006, ONE Advisory’s strength lies in the quality of our people. We invest heavily in our team and provide opportunities to obtain enhanced professional qualifications and to progress your career within ONE Advisory. Our team comprises a mix of chartered governance professionals and trainees undertaking their qualifications.

**About the role**

As an Executive, with support from the team, 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, preparing meeting packs and writing minutes from the meetings.
* advising on corporate governance matters under the corporate governance codes.
* advising on compliance with company law.
* completing filings with Companies House and maintaining company books.
* general MAR and AIM compliance duties.

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. Over time, the candidate will be expected to increasingly contribute to assisting ONE Advisory in being a trusted advisor to its clients and become well versed in elements of corporate regulation, including the UK listing regime, the corporate governance codes, the Market Abuse Regulation and UK company law. The role will also provide an opportunity to get involved with business development, writing articles for the website and building relationships.

ONE Advisory has a track record of developing young, hungry trainees into well rounded, knowledgeable and trusted advisers to Plc directors.

ONE Advisory funds its trainees’ professional CGI exam fees, textbooks and study courses 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 a hybrid model and to work from our offices in Central London at least 4 days a week during their training period (approximately 3 years) in order to enhance leaning, training and development.

**Essential skills**

ONE Advisory is looking for an ambitious, career-driven, graduate trainee to join our Governance, Compliance & Company Secretarial team. Accordingly, we are looking to recruit those with the following characteristics or skills:

* excellent written and verbal communication skills
* well organised with the ability to manage competing priorities
* high level of attention to detail
* fast learner
* positive outlook with continuous learning approach and growth mindset
* self-motivated and a team player
* a strong interest in pursuing a career as a corporate governance professional
* a minimum 2.1 degree in law, finance, history, English or another appropriate degree, with good academics at A-level, ideally in essay-based subjects.

**Desirable skills**

Although not essential, experience or knowledge in the following areas would be advantageous:

* experience of working in a professional office environment
* working knowledge of the Companies Act 2006
* working knowledge of the Listing Rules and/or AIM Rules
* working knowledge of the Market Abuse Regulation
* an understanding of the UK Corporate Governance Code and/or the QCA Code
* experience with Companies House filings
* minute writing experience.

**How to apply**

To apply for this role, please send a completed application form (available here: <https://www.oneadvisory.london/why-work-for-one-advisory>) and your current CV to [recruitment@oneadvisory.london](mailto:recruitment@oneadvisory.london) by no later than 8 January 2024.