



## SENIOR UK-QUALIFIED COMPANY SECRETARY (ACG/FCG)

### Job description

Job type:	Permanent, Full-Time
Role:	Manager/Senior Manager/Associate Director (experience dependent)
Experience:	4+ years in a company secretarial role with listed PLC experience
Qualifications:	ACG/FCG/UK-Qualified Lawyer or Chartered Accountant
Salary:	Dependent on experience
Start:	ASAP
Location:	Central London (min. 3 days/week) with hybrid working available

### ONE Advisory

We are a professional services business providing outsourced Company Secretarial and Finance services to UK-listed SMEs. We work primarily with the AIM Market but also have clients on the Premium and Standard Lists of the LSE, and Aquis. We are proud of the quality of services we provide to our clients, and we were delighted to have been shortlisted in the Service Provider of the Year category of the 2022 Corporate Governance Institute (CGI) Awards.

The Governance, Compliance and Company Secretarial team of sixteen is a mix of fully qualified and part-qualified company secretaries as well as trainees just starting out on their governance career. Together we work with our clients to make their lives easier and our own more rewarding.

Working at ONE Advisory offers a wide and interesting variety of work (internally and client-facing), enabling everyone to develop and progress; we are committed to supporting the learning and development of each of our team members. Everyone is encouraged to take on a high degree of responsibility within our friendly and supportive team environment.

### The Role

We are currently seeking an ambitious and motivated fully UK-qualified (ACG or FCG) chartered secretary to join our team to provide Governance, Compliance and Company Secretarial services to a diverse portfolio of SME listed clients across a range of sectors. You will act as the lead client contact, working with support from junior team members. This will be a Manager/Senior Manager/Associate Director role depending on experience.

In return, you'll have the opportunity to make a real difference in a dynamic business that is continuing to grow. As a senior member of the team, you will be expected to take an active role in managing, training and mentoring junior team members, projecting our values internally and externally, and to create and participate in business development and brand-building opportunities, as well as contributing to internal continuous improvement initiatives.

### The Services

We undertake a broad scope of work for our clients, from IPO preparation and full-service Company Secretarial and Corporate Governance services to ad-hoc advice on both a retainer and project basis. Work undertaken for our clients includes (but is not limited to) the following:

- Board/Board Committee Meetings – administration, agenda development, attendance, minutes and action lists.
- AGMs and shareholder meetings.
- Corporate Governance Code reviews and advice.



- Corporate governance advice and support.
- Preparation and review of Annual Report corporate governance sections.
- Corporate transaction support.
- Liaising with other advisers and registrars.
- MAR compliance.
- AIM Rule 26 compliance.
- Maintenance of group books and registers.
- Share scheme administration and HMRC filings.
- Board performance evaluation services.
- Drafting corporate governance framework documents and policies.

### The Candidate

We are looking for a motivated team member with listed company exposure across a broad skill set who is capable of running their own client portfolio while helping develop the skills and support the learning of the more junior team members.

We would like to meet candidates looking to take the next step in their careers and who meet the following criteria:

- ICSA-qualified ACG/FCG or qualified lawyer or chartered accountant with at least 4 years' relevant company secretarial experience.
- At least 3 years' listed company experience, preferably with exposure to AIM.
- Professional services experience would be beneficial.
- Strong Board/Board Committee support experience and minute-taking.
- Familiarity with corporate governance issues, structures and reporting.
- Good understanding of MAR.
- Strong statutory compliance skills and working knowledge of Diligent Entities (Blueprint).
- Familiarity with share option schemes and their administration (including HMRC filings) is desirable but not essential.
- Good attention to detail, capable of prioritising workloads and delegating effectively.
- Excellent written and verbal communication and presentation skills.
- Team player with strong interpersonal skills willing to manage and help develop more junior staff. Experience in line management would be an advantage but is not essential. We offer management skills training for the senior team.
- Willing to travel within the UK for client meetings where necessary.
- Interest in business development and brand-building activities.
- Integrity and discretion.

Our offices are based in the City of London (Blackfriars) and we are currently working in a hybrid format. Attendance in the office at least three days a week is required to help build the team and develop and support the juniors.

We offer a competitive remuneration package and benefits, with salary dependent on experience.

If you would like to apply, please click the Apply Now button (or email [recruitment@oneadvisory.london](mailto:recruitment@oneadvisory.london) marked "Senior Governance Role") and send us your CV and details of your salary expectations.



If you are interested in working with ONE Advisory but don't meet the experience requirements for this role, please check the Careers page of our website for our other roles. We are always happy to hear from great candidates.