

**TRAINEE COMPANY SECRETARY – GRADUATE ROLE  
JOB SPECIFICATION**

**Location:** Galway City

**Job Type:** 12 Month Fixed Term Contract

A graduate is required for a busy corporate governance and company secretarial service provider based in Galway City. Initially a 12 month fixed term contract with potential to be extended/made permanent. This role offers the right candidate the opportunity to gain insight into the role of a statutory Company Secretary and an introduction into Irish company law and corporate governance practices. Our clients vary across a range of sectors and, therefore, this role provides the opportunity to gain insight into the extremely varied role of in-house Company Secretaries and the corporate governance sector. Further detail on our business can be found on our website:

<http://www.fcscorporateservices.com/services/>

**The role:**

- Supporting the Team in preparation and filing of Companies Registration Office (“CRO”) forms and Register of Beneficial Ownership (“RBO”) updates (with managerial oversight) for client companies.
- Preparation of statutory minutes (both directors and shareholders meetings) using existing templates and liaising with clients in relation to convening meetings.
- Attending and supporting client board meetings (with managerial oversight).
- Documenting changes to company particulars and making the required filings with the CRO and RBO (as appropriate).
- Liaising with the CRO and RBO on behalf of clients.
- Maintenance of company statutory registers.
- Dealing with queries from clients and colleagues on all general matters.
- Assisting with anti-money laundering documentation compilation and maintenance.
- Supporting the Governance Professional with maintaining website news articles and updates.
- Dealing with telephone queries and ensuring that such queries are handled in a professional, courteous and prompt manner.
- Providing cover for part-time Office Administrator as required.
- Participation in a variety of project work.

**The Person:**

- 2.1 Honours degree in either business, law or finance & accounting.
- The candidate must be confident and have the ability to engage with business stakeholders including client directors.
- Excellent communication, written and interpersonal skills.
- Attention to detail and excellent organisational and planning skills are key.
- Utmost confidentiality and discretion are paramount.
- Self-motivated and have the ability to prioritise and work well on own initiative, whilst at the same time working within a small Team.
- Should have strong computer skills.
- Have a keen interest in learning about the statutory role of company secretaries and corporate governance professionals in all types and size of company.
- Available to commence position week commencing 15 July 2024.

**May 2024**