

**COMPANY SECRETARIAL ASSISTANT
JOB SPECIFICATION**

Location: Galway
Job Type: Permanent, Full-time
Salary: DOE

A recently qualified Company Secretary (or ICSA Finalist) is required for a growing corporate governance and company secretarial service provider based in Galway City. This role offers the right candidate the opportunity to develop and enhance their company secretarial experience across a wide range of clients. Further detail on our business can be found on our website: <https://www.fcscorporateservices.com>

The role:

- Preparation and filing of Companies Registration Office ("CRO") annual returns and financial statements for client companies
- Preparation of statutory minutes using existing templates in relation to standard board and shareholders meetings and liaising with clients in convening meetings
- Initial point of contact for own portfolio of clients and liaising with those clients on their company secretarial and corporate governance requirements
- Working closely with the Managing Director in providing full Board and Board Committee support to client companies
- Documenting changes to company particulars and making the appropriate filings with the CRO
- Liaising with the CRO on behalf of clients
- Maintenance of company statutory registers
- Dealing with queries from clients and colleagues on all general matters
- Assisting 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
- Participation in a variety of project work
- Ad-hoc administrative duties at times of pressure

The Person:

- ICSA fully qualified or ICSA Finalist (with relevant experience in a related area such as law, business, or accountancy)
- Minimum 1 years' experience in a Company Secretarial role (or a related area as above)
- Good practical experience of company secretarial practices and CRO filing requirements (including use of CORE)
- Good working knowledge of Companies Act 2014 and related updates/regulations
- Must be confident and have the ability to deal with all organisational levels and 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, as well as being a team player
- Should have strong computer skills and some knowledge of a company secretarial management system would be beneficial (although not essential)
- Ability to work to deadlines and under pressure

Interested applicants should send their CV, with covering letter, to info@fcscorporateservices.com marked **For the Attention of Anna Holland.**