

**COMPANY SECRETARIAL SPECIALIST – FIXED TERM CONTRACT  
ROLE SPECIFICATION**

**Location:** Galway

**Job Type:** Fixed Term Contract (5/6 months approx.), Full-time

A qualified Company Secretary (Chartered Governance Qualification or equivalent) is required on a Fixed Term Contract for an independent corporate governance and company secretarial service provider based in Galway City. Further detail on our business can be found on our website:

<https://www.fcscorporateservices.com>

**The role:**

- Managing corporate obligations and annual compliance requirements of a wide ranging portfolio of clients, including CRO filings and advising clients on all statutory and regulatory duties and responsibilities.
- Co-ordination of Board and General Meetings of clients including, but not limited to, preparation of agendas, meeting packs, attendance at and minuting of meetings.
- Maintaining/overseeing statutory and regulatory registers as required by company law.
- Establishing, dissolving and re-registration of companies.
- To liaise with clients on their company secretarial and corporate governance requirements.
- Dealing with queries from clients and colleagues on all company law/company secretarial and related matters.
- To support the Company Secretarial Administrator on technical matters.
- To keep fully up to date with market changes/developments and inform clients of changes in ongoing regulations and legislation.
- To maintain and enhance the Company's resource library to reflect all key documents and procedures required under company and client related legislation, regulations, etc..
- Maintaining and reviewing Company website to ensure content remains up-to-date, relevant and fresh.
- General company secretarial duties for the Company.
- Assist with marketing elements of growing/developing the business.
- Occasional ad-hoc administrative duties as required.

**Required Person Competencies:**

- ICSA: The Chartered Governance Institute (or equivalent) qualification with a minimum of 2 years' post qualified experience in the company secretarial or corporate governance areas.
- Must be fully conversant with the Companies Act 2014 and have knowledge of other related legislative and regulatory obligations applicable to companies.
- Experience of organising, attending and taking minutes at Board Meetings.
- Confident individual with the ability to deal with all levels of businesses and Boards of Directors.
- Excellent communication, written and interpersonal skills.
- Attention to detail and excellent organisational/planning skills essential.
- Utmost confidentiality and discretion are paramount.
- Highly self motivated and have the ability to prioritise and work well on own initiative. A team player is essential.
- Ability to work to deadlines and under pressure.
- Strong computer skills and knowledge of a specialist company secretarial package.

**January 2020**

**FCS Corporate Services Limited**

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Private company limited by shares registered in Ireland No. 489108 Directors: A M Holland J P Holland

[www.fcscorporateservices.com](http://www.fcscorporateservices.com)