



Chartered Accountants

Junior Trainee Company Secretary

Job Description:

Due to expansion of our client base, we are seeking a Junior Trainee Company Secretary to join our Statutory Department.

The department is a busy part of the firm providing first class company secretarial and governance services to a large number of its corporate clients and LLPs.

You will be working towards the formal Chartered Secretaries Qualifying Scheme (CSQS) with a view to achieving chartered status. Burgess Hodgson will fund all course fees, to completion, and upon completion of all CSQS modules and fulfilment of the work experience requirement you will be eligible to apply for full Chartered status of ICSA (The Governance Institute).

Our sought after 3 - 6 year training programme offers a range of benefits:

- A competitive salary
- Fully funded courses
- Study leave in addition to annual holiday leave
- Six monthly pay reviews
- Client interaction throughout
- Partner support and exposure
- Firm wide study support "study buddies"
- Internal training and professional updates
- Additional annual leave during the Christmas period
- Regular team sports
- Community charity events
- Local business discount card & gym discounts
- And much more

Launching your career with Burgess Hodgson gives you a well-rounded introduction to accountancy and business in general, in a challenging, rewarding, and often inspiring environment.

The Role:

Working in our dedicated team, you will help provide a broad range of Compliance duties including but not limited to:

- Maintaining statutory records
- Preparation and submission to Companies House of Confirmation Statements and other forms
- Arranging formation of companies and LLPs
- Preparation of minutes
- Undertaking Companies House and other searches

The standard hours for this position are 9.00am – 5.30pm Monday to Friday.

Qualifications required:

We accept both school leavers and graduates and look for applicants with a minimum of 120 UCAS points. For graduates, a 2:1 degree (any discipline considered) is required.



As well as committing to the formal qualification and the on-the-job training we are offering, we also require our applicants to have excellent communication skills (verbal and written) and to be able to communicate effectively and confidently with a range of clients, other professionals and colleagues.

About Burgess Hodgson

Burgess Hodgson LLP is a Kent based accountancy firm with the skills and expertise to rival any other accountancy firm in the UK.

Our 18 partners and over 100 staff work from offices in Canterbury, Kent, for a portfolio of clients across the UK and beyond, and are dedicated to growth and are committed to providing the best possible service to our clients. With an excellent reputation for delivering high levels of expertise and client-focused service, we combine the values of a focused local business with the first-class capabilities and excellence of a London-based firm.

To apply for this position, please send a CV and covering letter to Angela West (HR Coordinator):

Email: jobs@burgesshodgson.co.uk

Telephone: 01227 454627