

## **Qualified Company Secretary**

### **Job Description:**

Due to expansion of our client base, we are currently looking for a full-time Qualified 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.

The ideal candidate will be ICSA qualified and be able to hit the ground running, providing excellent support to the manager and team from the outset.

### **The Role:**

Working in our dedicated team, and managing your own portfolio of clients, you will help provide a broad range of duties including but not limited to:

- Arranging formation of companies and LLPs
- Assisting with company reorganisations
- Maintaining statutory records
- Preparation and submission to Companies House of Confirmation Statements and other forms
- Preparation of minutes
- Undertaking Companies House and other searches
- Day to day company secretarial services including officer appointments, resignations, changes of registered address and change of accounting reference date

This is an ideal opportunity for someone who wants to step up in responsibility, as you will be both supporting the Manager with the department's workload and affairs and supervising the development of trainee company secretaries.

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

We are offering a competitive salary, based on qualifications and experience.

### **The Candidate:**

The successful candidate should:

- Be ICSA qualified ideally with a minimum of two years' experience in a relevant position
- Possess good knowledge of MS Office and Blueprint software (preferred)
- Demonstrate strong corporate administration skills
- Be able to work well with senior management
- Have excellent communication and organisational skills
- Be able to work to tight deadlines and manage several projects at any one time
- Be able to use their initiative and provide solutions
- Be flexible and have a diplomatic approach

If you are a motivated, diligent individual looking for a new challenge, and would like to explore this exciting opportunity further, we would be delighted to hear from you.



## **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](mailto:jobs@burgesshodgson.co.uk)**

**Telephone: 01227 454627**