

NEW VACANCY

Company Secretary (Maternity Cover)

Knowledge and Experience

- Relevant qualification (or actively studying)
- Experience within a Governance related role
- Experience of working within established guidelines, procedures and maintaining high standards of confidentiality
- Experience of working effectively to deadlines
- Experience of providing proactive administrative support
- Experience of writing and presenting Board Reports.
- Experience of providing technical guidance/advice to Executives, Board members, Senior Management
- Effective minute-taking skills
- Excellent organisational skills and attention to detail
- Well-developed communication, relationship management and customer service skills

Closing date: 29/09/2024



What can you expect from us?

- A salary of up to £50,000 per annum (based on experience)
- Fixed term to end 1st February 2026
- Full time
- A variety of company benefits and services, including;
 - Healthcare cashback scheme
 - Personal development grants
 - Enhanced policies and pay elements
 - Group commitment to promote positive wellbeing
 - Cycle to work scheme
- 25 days annual leave per year, plus bank holidays
- Choice of two pension plans

[If you have the skills and experience we're looking for in a Company Secretary, please apply via the application link here.](#)