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# Example of Corporate Secretary Job Description

Our company is growing rapidly and is looking to fill the role of corporate secretary. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate secretary

* Review of customer KYC prior to transaction booking oversight of account KYC completion to ensure compliance with AML/KYC regulations
* Ensure filing of all statutory reports as required by Bahamas regulations and the Central Bank of The Bahamas
* Partner with Business Management teams to provide oversight and business decisions to aid in pushing projects toward completion
* Member of company secretarial team who provide secretarial support services to Irish regulated funds and SPVs (both domiciled in Ireland and UK)
* Co-ordinate holding of board meetings and AGMs / EGMs
* Liaising with accountants, auditors, receivers, liquidators, legal advisers and stock exchanges
* Supporting the accounting team with providing co-sec information, ensuring that financial statements are signed off and filed on time
* Keeping regulatory files and distributing any correspondence from regulatory authorities such as the Central Bank of Ireland and IAASA
* Attending and minuting funds board meetings
* Acting as ONR systems administrator for the Central Bank of Ireland ONR system

## Qualifications for corporate secretary

* Experience providing company secretarial support to UK listed investment companies
* Qualified individuals must possess a High School Diploma and 6-8 years administrative experience or Associate Degree and 4-6 years administrative experience
* Competencies required for this role are project management and multi-tasking
* The candidate must be a customer service oriented individual
* Must be proficient in the use of Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) and other computer software programs
* Excellent secretarial skills, general bookkeeping skills, organizational and filing skills, computer proficiency, and telecommunications