

Our company is growing rapidly and is looking to fill the role of company secretary. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for company secretary

- Manage and maintain the portfolio of Group companies
- Co-ordinate and implement timely corporate compliance for all Group companies (including the updating of statutory registers and annual compliance)
- Liaise with other internal departments and external auditors, solicitors and service providers in relation to the annual compliance process and daily transaction approval processes
- Attend to meetings and filings, including managing the corporate calendar, preparing agendas and managing the board process (including detailed minute taking at audit committee, board and shareholder meetings)
- Co-ordination of transaction approval and transaction document execution in a timely manner
- Contribute to discussions, as and when required, and advise the various board of directors of any legal and corporate governance issues
- Incorporation and dissolution of Group companies in Ireland and other jurisdictions
- Assist with the management of the corporate secretarial department (including the mentoring of junior members of the department) to assist with and complete in the tasks described herein, and ensure such tasks are completed in a timely manner
- Experience in funds minute taking
- A qualified company secretary

- Law or Business related degree an advantage
- Organise and maintain the agenda plan for the year and organize Board meetings a year in advance
- Work with other team members to ensure that all action items from Board meetings are carried out effectively
- Have line management responsibilities for one of the assistant company secretaries
- Co manage the team making sure that the day to day work is carried out effectively and efficiently
- Minimum 8 years relevant experience in corporate finance, capital market and fund raising experience