

For businesses  
focused on performance



COMPANY SECRETARIAL &  
CORPORATE SERVICES

## Manager – Company Secretarial

Oxford Circus, London

Salary – Up to £45,000 pa dependent on experience

As specialists in company secretarial and corporate services we create the space for organisations to focus on their core responsibilities and improve performance.

We pride ourselves on being in tune with our clients, whether they are a fledgling business or the mature board of a listed company. This approach enables us to deliver pragmatic, professional solutions in a comprehensive range of services with an emphasis on executive and board guidance, ensuring that good governance and compliance is paramount.

With experienced professionals throughout our business we are staffed by people who understand your business issues, from IPO support to day-to-day compliance and corporate administration. Our clients cover a wide spectrum including listed and private companies, partnerships and charities. As a dedicated company secretarial and corporate services firm we are not an add-on to a business with a different focus. This benefits our clients as they can be assured of a personal, professional and pragmatic approach from people with an in depth understanding of the issues at hand.

OVER  
**25**  
YEARS  
IN BUSINESS

AVERAGE  
CLIENT RETENTION  
**10+**  
YEARS

**c.1000**  
CLIENT  
COMPANIES

**4**  
LINES OF  
CORPORATE  
SERVICE

COMPANY SECRETARIAL & LEGAL • PAYROLL • ACCOUNTING SUPPORT • SHARE REGISTRARS

Registered Office: 27-28 Eastcastle Street London W1W 8DH Registered in England and Wales No. 2584667.

Also at Craven House West Street Farnham Surrey GU9 7EN T.+44 (0) 1252 733683 F.+44 (0) 1252 717233

MSP Secretaries Ltd  
T.0207 637 5216

[msp@mstpsecretaries.co.uk](mailto:mstp@mspsecretaries.co.uk)  
[www.mspsecretaries.co.uk](http://www.mspsecretaries.co.uk)



## Manager – Company Secretarial

MSP has been providing an outstanding service to its clients for more than 25 years and is a leader provider of Company Secretarial and Corporate Services to all types of company operating in the UK.

In addition to Company Secretarial our corporate services are Payroll, Accounting Support and Share Registration. Our corporate service clients range from listed PLCs and large private groups through to smaller start-ups and entities in other sectors, such as charities.

MSP has built a reputation for delivering excellent customer service with a personal touch. Employees of MSP can expect to work within a supportive business with the drive to grow the business whilst maintaining MSP's core services values.

We are now looking for an ambitious individual to join our Company Secretarial team as Manager and to be responsible for delivering an extensive range of corporate secretarial and governance services to our growing portfolio of client companies including PLC listed clients and to assist in growing and developing the Company Secretarial business.

You will be client facing, will work in a personable and supportive team environment and will also have responsibility for managing and developing other members of the MSP Company Secretarial team.

### Role Responsibilities

#### Client/Service Delivery

- Providing comprehensive advice and secretarial compliance to clients
- Preparing statutory documentation for routine and complex corporate matters
- Maintenance of Statutory Registers and Companies House filings
- Attendance at client board and general meetings, as required
- Preparation, compilation, and dispatch of board papers in a timely manner
- Assistance with AIM/UKLA client compliance (desirable not essential)
- Assistance with Corporate Governance client compliance (desirable not essential)



## Manager – Company Secretarial

### Team Management

- Management of CoSec team and responsible for role-development and training
- Ensuring Department processes and procedures are up to date and efficient
- Monthly reporting
- Invoice management and credit control

### Business Development

- Responsibility for business growth supported by MSP management
- Recognising and seeking opportunities for business development
- Developing relationships with new and existing clients

### Candidate Attributes

- Qualified Chartered Secretary – ACIS
- Minimum of 2 years work experience in a company secretarial environment
- Technical knowledge of UK Companies Act
- Listed PLC experience desirable but not essential
- Proven client management/customer service experience
- Knowledge of industry developments and trends
- Team management experience desirable

As the role will be client facing, the candidate must be able to demonstrate attention to detail, excellent verbal/written communication skills and be well organised. The candidate must have commercial awareness, be self-motivated and a team player. As this is a highly visible role, you will need to feel comfortable liaising with people across the client and MSP businesses at all levels. Overall the candidate needs to reflect MSP values of being:



Personal, professional, pragmatic