



## Company Secretarial Manager - Role Description

- Location - London (Hybrid)
- Qualification - Chartered Secretary (ACG/FCG) with Board Governance Experience
- Salary – Negotiable (Dependent on Experience)
- Start – ASAP

### About MSP

Part of the MSP Organisation, a Corporate Services Group, MSP Company Secretarial provides a wide range of company secretarial services and corporate governance support that respond to the commercial needs of publicly listed and private companies, as well as other sectors such as charities.

As specialists in our field we create the space for organisations to focus on their core responsibilities and improve performance.

Having supported clients for over 30 years, our service objective is to be in tune commercially with our clients, at all stages of their development, and to deliver pragmatic, professional solutions, and to ensure that good governance and compliance is commercially delivered.

MSP helps all types of PLC companies, from pre-IPO through to AQSE, AIM and Main Market companies in all aspects of their company secretarial and governance needs. We have considerable industry experience gained in public companies at each stage of their growth across a wide range of business sectors.

MSP also helps all types of private companies – from single director entities through to large and complex private groups – as well a wide range of partnerships, charities, not-for-profit organisations and public sector bodies, with all aspects of their company secretarial and governance needs.

We are an effective partner to our clients' Boards, Committees, Executive Teams and Company Secretaries and MSP provides support on specific projects at a time of peak demand through to being a long-term retained company secretarial and corporate governance services and advisory partner.



## About The Company Secretarial Manager Role

We are looking to recruit an enthusiastic and ambitious Company Secretarial Manager to join us in a personable and supportive environment. As part of a collaborative team comprising our Director and other Company Secretarial Managers, Client Managers and an Administrator, you will be looking after a client portfolio ranging from listed companies, private limited companies and groups, as well as charities and other third sector entities. There is also the opportunity to assist in growing the business.

The ideal candidate will be a UK Qualified Chartered Secretary (ACG or FCG) and possess substantial Board Governance experience from any sector (including public sector or not-for-profit) as the priority of this role is provide governance and meeting support including minute taking to our client Boards and Committees as well as providing on-going company secretarial, compliance and governance advice and support.

Experience of professional services and exposure to AQSE/AIM/UKLA compliance would be ideal but is not essential. Joining MSP provides an excellent opportunity for a candidate wanting to move into the listed PLC environment who has no listed experience as full training will be given for the candidate to support our AQSE, AIM and Main Market clients. Candidates must however be able to demonstrate strong practical experience of board governance and meeting support including minute taking and this can be from any sector including a not-for-profit environment.

As the role will be client facing, the candidate must be able to demonstrate being pro-active with 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 the MSP values of being personal, professional and pragmatic.

Our offices are based in Central London (Oxford Circus) and we are currently working in a hybrid format with attendance in the office at least three days a week dependent on client requirements and team development activities.

We offer a competitive remuneration package including bonus, with salary being dependent on experience.

**To apply for the role** please email Abi Watson at [abiw@msporg.co.uk](mailto:abiw@msporg.co.uk) with your CV and details of your availability and salary expectations. Due to the high volume of applications that we receive for our roles at MSP, please note that it may not be possible for us to reply to all applications.

## About MSP Organisation

**MSP Organisation provides a range of outsourced corporate services to enable businesses to focus on their core responsibilities and improve performance.**



**MSP Company Secretarial** provides a wide range of company secretarial services and corporate governance support that respond to the commercial needs of publicly listed and private companies, as well as other sectors such as charities.



**Share Registrars** is a CREST enabled registrar. It is able to act for clients listed on the London Stock Exchange Main Market and AIM Exchanges as well as the Aquis Exchange, matched bargain trading facilities such as Asset Match and unlisted companies with large numbers of shareholders.



**MSP Chalkdell** provides a bespoke outsourcing solution for accounting support needs, offering a dedicated and specialist alternative to an in-house finance department. Using the latest Xero software, MSP Chalkdell delivers a personalised approach to accounting support.



**MSP Reach** provides marketing and branding services for businesses such as financial and professional services firms. Prioritising values driven marketing to ensure businesses can distinguish themselves in a competitive market.



**MSP Verosa** provides dynamic learning experiences across all aspects of leadership, teams, personal impact, and staff performance. Delivering tailored programs that raise the bar in terms of output, engagement, and market reputation.



**MSP Payroll** provides an experienced, safe, and secure payroll outsourcing solution that is designed for businesses that employ upwards of a single member of staff. MSP payroll is a reliable, expert, and cost-effective alternative to an in-house payroll department.



**Macfarlane Hull** provides a personal payroll service for employees employed in an individual's home. This typically includes nannies and carers.