



Company Secretary - making sure that directors follow company law and financial regulations



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| <p>Entry requirements: You will need a foundation degree or degree in a relevant subject like:</p> <ul style="list-style-type: none">● business● law● accountancy● public administration <p>You'll also need relevant business experience in areas like:</p> <ul style="list-style-type: none">● pensions or insurance● personnel● accounts and credit control● purchasing● office management <p>Entry requirements You will usually need:</p> <ul style="list-style-type: none">● at least 1 A level for a foundation degree● 2 to 3 A levels for a degree <p>You could start by doing a higher national diploma in business management or law before applying to join a company as a trainee company secretary.</p> <p>Entry requirements You will usually need:</p> <ul style="list-style-type: none">● 1 or 2 A levels for a higher national certificate or diploma <p>You may be able to become a company secretary by first qualifying as a solicitor through a degree apprenticeship.</p> <p>Entry requirements You will usually need:</p> <ul style="list-style-type: none">● 4 or 5 GCSEs at grades 9 to 4 (A* to C) and college qualifications like A levels for a degree apprenticeship | <p>Skills required: You will need:</p> <ul style="list-style-type: none">● administration skills● to be thorough and pay attention to detail● the ability to work well with others● to be flexible and open to change● excellent written communication skills● patience and the ability to remain calm in stressful situations● the ability to think clearly using logic and reasoning● excellent verbal communication skills● to be able to use a computer and the main software packages competently |
| <p>What you'll do: In this role you could be:</p> <ul style="list-style-type: none">● preparing annual company reports● administering share option schemes and paying dividends● advising directors and board members about their legal responsibilities● dealing with other professionals like lawyers and auditors● sending company information to Companies House or the Stock Exchange | <p>What you will earn:</p> <ul style="list-style-type: none">● Starter: £35,000● Experienced: £70,000 <p><i>These figures are a guide.</i></p> |
| <p>Working hours, patterns and environment:</p> <ul style="list-style-type: none">● You could work in an office.● 37 to 39 hours a week with occasional evenings | <p>Career path and progression: With experience you could become a company's chief executive or managing director.</p> <p>You could also work freelance as a consultant or a part-time company secretary for several smaller businesses.</p> |