

## COMPANY SECRETARIAL EXECUTIVE

We are looking to recruit someone part-time (3 days per week) to lead our Company Secretarial service. In this role, you will be responsible for delivering a high quality/timely service to clients utilising additional staff from the team as and when required. We support flexible working practices and this role could be carried out partially remotely.

### About Corrigan

Corrigan is a dynamic and highly regarded independent accountancy practice based in the heart of Bristol. Our diverse client base includes some of the brightest organisations and we offer a broad range of services to enable them to flourish. We work with Bristol's thriving tech cluster, smaller and medium-sized enterprises, and charities & other not-for-profit organisations.

### Key duties/objectives

- Lead the company secretarial service offering for Corrigan
- Manage a portfolio of clients
- Delivery of excellent client service, e.g. completion of annual returns, maintenance of statutory registers, changes to directors and shareholders etc
- Develop strong relationships with clients
- Participate in business development activities to help with the growth of the company secretarial service and other services within the firm
- Work effectively with other Corrigan departments to ensure the firm's services are delivered in a cohesive manner
- Management of time budgets, monitoring of time WIP and billing procedures.

### About You

We'd love to hear from you if you can demonstrate the majority of the following:

- At least 4 years of relevant company secretarial or corporate administration experience OR experience within a corporate service environment including statutory reporting work
- A proactive, organised approach with managing a large portfolio of company subsidiaries.
- Experienced in client-facing roles.

### In Return, We Offer:

- Competitive salary with regular reviews based on your experience.
- 25 days of annual leave plus bank holidays (pro-rated), with the option to purchase additional leave.
- Healthcare membership including free physiotherapy, access to mental health support and online GP appointments
- A contemporary working environment in a central Bristol location, with a secure bike store and modern showers
- Flexible working practices
- A cycle to work scheme
- Opportunities to use working hours to undergo voluntary work in the local community
- Regular social events

**Benefits:**

- Additional leave
- Bereavement leave
- Company events
- Company pension
- Cycle to work scheme
- Health & wellbeing programme
- Paid volunteer time
- Referral programme
- Sick pay
- Transport links
- Work from home

Applications: please email your CV and Cover Letter to [info@corrigan.co.uk](mailto:info@corrigan.co.uk)

Or feel free to call us on 0117 928 1970 for more details.