

Company Secretarial Manager

September 2021

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial sector worldwide, employing 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East.

Trident Trust has had a presence in London since the inception of the Group. Trident Company Services (UK) Ltd. provides UK corporate, domiciliary and administrative services to international business companies, UK companies and limited liability partnerships.

The Role

We have an exciting opportunity for an experienced Company Secretarial Manager to join our thriving West End, London, office.

Applicants must be client focused and service orientated, with a successful track record of handling international client relationships and developing new business in the corporate services sector.

The successful candidate will be a strong team player with superior communication skills and able to work in partnership with colleagues around the Trident Trust Group.

Duties

This individual will be a key client contact person for a portfolio of client entities.

- Incorporation of new entities and on-boarding new business
- Provide guidance to clients on constitutional and procedural matters relating to UK entities in accordance with their articles and the Companies Act
- Maintain company books and file changes at Companies House
- Manage board meetings; draft agendas, collate and circulate reports; take minutes and perform follow-up actions
- Monitor changes in relevant legislations and regulatory requirements
- Liaise with banks in regard to the opening and maintaining of bank accounts
- Draft documents and letters relating to client transactions
- Ensure corporate compliance is adhered to with regard to the relevant laws and requirements in the UK
- Provide administrative support to the accounting team

- Advise and guide the Board of Directors of any legal and regulatory changes affecting the company's operations
- Update Anti-Money Laundering Manuals as and when required
- Identify potential problems, highlighting issues to senior officers and recommending ways to address those issues

Qualifications, Experience & Skills

- University degree is required
- ICSA part-qualified/qualified is desirable
- Knowledge of UK corporate tax law is considered an asset
- Minimum of five years' experience working in a similar position, ideally within a fiduciary company
- Good use of initiative including the ability to source information
- Self-organised
- Keen attention to detail
- Good communication skills, both verbal and written
- Ability to communicate effectively and in a timely manner; ability to respect agreed upon deadlines
- Conscientious, positive outlook
- Proficient in Microsoft Office
- Drive and desire to succeed and progress, someone looking to assume responsibility and develop quickly
- Excellent client services skills; committed to anticipating client needs and ensuring client satisfaction

Compensation

Compensation will be based on the successful candidate's experience and overall suitability for the position.

How to Apply

Your letter of application should include a complete CV and clearly outline the skills and attributes you would bring to this role, your availability and salary expectations. Applications should be sent by email to corpservices@tridenttrust.com.