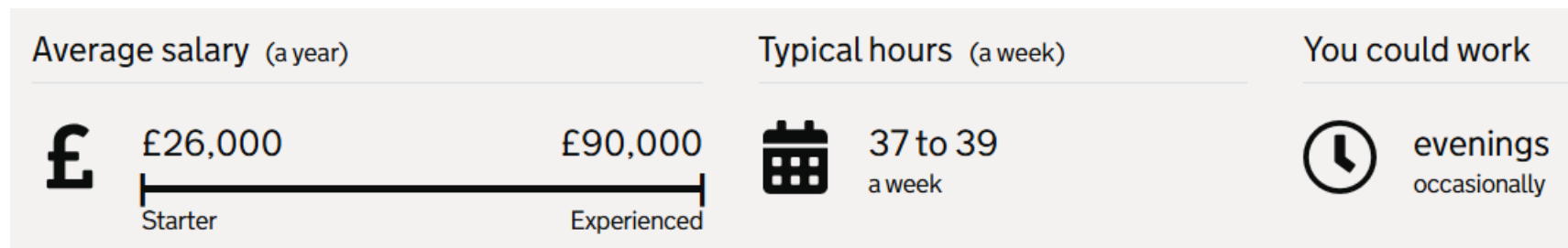


Company secretaries

Company secretaries make sure that directors follow company law and finance rules.



Different routes to get this job

(check the website for entry requirements)

- a university course
- a college course
- an apprenticeship
- training with a professional body

Skills and knowledge

- 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

Day-to-day tasks

- prepare yearly company reports
- control share option schemes and pay profits
- provide legal advice to directors and board members
- deal with other professionals like lawyers and auditors
- send company information to Companies House or the Stock Exchange
- keep up to date with policy, legal and statutory requirements for the business