**Job title: Company Secretary**

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| **Job title: Company Secretary** | Company secretaries make sure that directors follow company law and financial regulations. |
| **Entry requirements:**  | You'll need a foundation degree or degree in a relevant subject like:* business
* law
* accountancy
* public administration

You'll also need relevant business experience in areas like:* pensions or insurance
* personnel
* accounts and credit control
* purchasing
* office management

**Entry requirements**You'll usually need:* at least 1 A level for a foundation degree
* 2 to 3 A levels for a degree

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.**Entry requirements**You'll usually need:* 1 or 2 A levels for a higher national certificate or diploma

You may be able to become a company secretary by first qualifying as a solicitor through a degree aprenticeship.**Entry requirements**You'll usually need:* 4 or 5 GCSEs at grades 9 to 4 (A\* to C) and college qualifications like A levels for a degree apprenticeship
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| **Skills required:**  | You'll need:* 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
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| **What you'll do:**  | In this role you could be:* 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
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| **What you’ll earn:**  | * Starter: £35,000
* Experienced: £70,000

*These figures are a guide.* |
| **Working hours, patterns and environment:** | * You could work in an office.
* 37 to 39 hours a week with occasional evenings
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| **Career path and progression:** | With experience you could become a company's chief executive or managing director.You could also work freelance as a consultant or a part-time company secretary for several smaller businesses. |