**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 |
| **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 |
| **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 |
| **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 |
| **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. |