

## Job Description

**Corporate Lawyer/Company Secretarial Manager**

This is an exciting permanent 100% remote working role, with a need to be able to travel to London approximately 2-4 times per month (once Covid restrictions are lifted). We are looking for a corporate lawyer with company secretarial/governance experience, or the desire to learn this area, who is seeking a healthy work-life balance.

You'll enjoy our flexible approach to working and being set free from a constricting office environment at a firm where evening and weekend working is actively discouraged. Being home based, you can also leave the daily commute behind.

**About Elemental**

Elemental is a growing boutique professional services firm. We pride ourselves on delivering legal and company secretarial services of the highest standard with a personal touch. We carry out premium work that would not be expected of a firm of our size and you will get a level of exposure to clients and their boards that you would never normally achieve in a big law firm.

Elemental was established in 2011 to offer specialist corporate services. We addressed a gap in the UK market for a provider who could bring together select functions of large professional services firms and deliver them in a more efficient and personalised way.

Today, we are a leading UK specialist of integrated legal, corporate secretarial, governance, accounting and tax advisory services. We work for US Law firms, Magic Circle Law firms and Top Tier City Law firms, as well as their clients, listed organisations and private companies.

**About the Role**

You'll be working as a Manager in our Corporate and Governance team. The role can be full-time or part-time depending on the candidate (minimum availability to work the equivalent of 3 – 4 full time days per week).

Your role will be vital in supporting our strong client base including listed companies, financially regulated entities, third-sector clients and private trading companies.

The role includes the following:

- Supervising and supporting junior colleagues.
- Providing leadership, including leading by example and helping to set a strong workplace culture and environment.
- Establishing and managing client relationships.
- Advising clients on corporate legal matters, company secretarial compliance and governance matters.
- Drafting corporate legal documents including shareholders agreements, subscription agreements and articles of association.
- Drafting a variety of corporate and compliance policies.
- Supporting clients with special projects (e.g. corporate transactions, share reorganisations).
- Attending board meetings, taking minutes and advising on corporate governance.

You'll be joining a team of two Directors, another Manager and six Senior Associates and Associates, as well as our helpful support team and the Accountancy team. There will be plenty of support and assistance and you'll learn new skills and develop existing knowledge and experience.

## About You

You'll have the following attributes (although candidates meeting only some of the following criteria will be considered):

- a qualified solicitor or a chartered secretary (with legal experience) of at least 4-5 years' PQE or equivalent;
- detailed knowledge of the Companies Act 2006 and accompanying relevant regulations;
- a good understanding of governance principles and practises would be a bonus, but this can be taught to the right corporate lawyer;
- a good understanding of the Listing and Disclosure Rules, the UK Corporate Governance Code and the QCA Code is beneficial but not essential;
- excellent inter-personal skills and a customer driven attitude;
- flexible and adaptive approach to work; and
- experience working within or for publicly listed clients and/or financially regulated firms (preferred but not essential).

You'll earn a competitive salary and be able to take part in a bonus and commission scheme.

You'll need to be able to commute to London around 2 - 4 times per month to attend board meetings but otherwise you'll be able to work wherever you're able to connect to the internet.

All applications will be seriously considered and following review we will contact potential candidates via email to arrange a telephone interview.

If striking the right work-life balance and forgetting the daily commute sounds good we would love to hear from you.

## Apply

To apply, please send your CV and covering letter to: [info@elementalcosec.com](mailto:info@elementalcosec.com).

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