

Job Description

Corporate Solicitor/Company Secretarial – Senior Associate

This is an exciting permanent role that is ideal for a corporate lawyer with company secretarial / governance experience or the desire to learn this area, who is seeking a healthy work-life balance.

The role is 100% remote working, with a requirement to travel to London approximately 2-3 times per month (once Covid restrictions are lifted). Remote working is part of our DNA and has been in place for a number of years at Elemental. You'll enjoy being set free from an office environment at a firm where evening and weekend working is actively discouraged.

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 the kind of premium work associated with firms many times our size, but at Elemental you will enjoy a level of hands-on exposure to projects, clients and their boards that you would not normally get at a large 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 simple, efficient and joined-up 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 **Senior Associate** 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:

- 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.
- Attending board meetings, taking minutes and advising on corporate governance.
- Providing leadership, including leading by example and helping to set a strong workplace culture and environment.
- Establishing and managing client relationships.
- Drafting a variety of corporate and compliance policies.
- Supporting clients with special projects (e.g. corporate transactions, share reorganisations).

You'll be joining a team of two Directors, two Managers and five 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 2 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 will also be provided with a competitive benefits package.

Elemental offers a clear path to progress and develop your career, with opportunities to be promoted to Manager level and then on to Director with equity options available in the business

You'll need to be able to commute to London around 2 - 3 times per month to attend board meetings but otherwise you'll be able to work wherever you're able to connect to the internet.

Apply

All applications will be seriously considered and following review they 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.

To apply, please send your CV and covering letter to: info@elementalcosec.com.

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