

Elemental

- Governance Junior Associate
- Permanent
- Fully Remote

JOIN AN AWARD-WINNING TEAM AND DIVERSIFY YOUR COMPANY SECRETARIAL SKILLS

Elemental is one of the fastest growing corporate services providers in the UK. We have twice been named the industry's best service provider and we are the number 1 UK Regulated Agent, by market share.

We have an opportunity to join our Governance team. This is a permanent remote-working role for someone at a trainee or company secretarial assistant level.

As well as a market leader we are recognised as a Top 100 purpose-driven Employer. We encourage a healthy work-life balance and you'll enjoy our flexible approach, free from the daily commute.



ABOUT ELEMENTAL

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, Elemental is a multi-award-winning boutique professional services firm. The Chartered Governance Institute named us Service Provider of the Year in 2021 and 2022, we are the only firm to have won twice. We carry out premium work not often expected from a firm of our size and you will get exposure to clients and their boards that you would not typically see elsewhere.

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 in our Governance team. However, we avoid pigeon-holing our team and there will be opportunities to develop across different areas. The role is full time however flexible working is embedded in our culture and we would consider applicants seeking a four day a week role. Work outside of normal working hours and on weekends is actively discouraged.

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 is fully remote working.

The role will include some or all of the following:

- Establishing and maintaining relationships with a variety of clients.
- Providing administrative support.
- Assisting with diary management, setting meeting dates and creating /updating forward planners.
- Assisting with the collation and circulation of meeting packs for Board and Committee meetings.
- Maintaining minute books: circulating draft minutes for review, arranging approval, signing and filing.
- Assisting with billing.

ABOUT YOU

The ideal candidate will have the following attributes (although candidates meeting only some of the following criteria will be considered):

- secretarial and or business administration qualifications / experience;
- a part qualified chartered secretary;
- UK company secretarial experience a plus;
- experience working inhouse or in a professional services firm;
- excellent organisation and time management skills;
- interest in or knowledge of law and/or governance;
- confidence with IT packages such as Microsoft Office;
- excellent inter-personal skills and a customer driven attitude;
- passionate about providing quality client service;

WHAT YOU'LL GET

As a member of the team, here are the benefits you'll enjoy:

- A competitive salary.
- An annual bonus scheme with a maximum bonus of 15% of your annual salary.
- A bonus holiday day after 2 years' service and further bonus holiday day after 5 years' service.
- Commission payments on clients introduced to Elemental.

It's more than just the package. We have always believed that doing best-in-class work and creating an environment where our people can be at their best, go together in 2023, we were named a Top 100 purpose-driven employer. Escape the City surveyed 14,500 and Elemental was ranked #76 overall, scoring highly for flexible working and work-life balance.

We know that candidates sometimes feel like a number when they apply for a job. We're determined to be different. We review every application carefully and with an open-mind. Potential candidates will be contacted via email to arrange a telephone interview.

If forgetting the daily commute and working flexibly sounds good, we would love to hear from you. Don't just take our word for it, here's what Escape the City had to say:

"They've [Elemental] gone above and beyond to create a truly happy working environment...so to the purpose-driven lawyers-chartered secretaries and accountants out there – follow Elemental and apply to their open positions!"