

# Elemental

- Assistant Company Secretary / Senior Associate
- Permanent
- 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 exciting opportunity to join our company secretarial team. This is a permanent remote-working role for someone at an assistant company secretary 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 and Elemental was named in the FT's top 1000 fastest growing firms in Europe in both 2024 and 2025. 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

## ABOUT THE ROLE

Elemental is expanding its team and is seeking to recruit a new member of our Company Secretarial team. However, we avoid pigeon-holing our team and there will be opportunities to develop across different areas. The roles are 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.

The 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 would be perfect for someone with experience working with Diligent and entity management, but who is also interested in gaining greater exposure to board support and corporate governance. The role will include the following:

- Advising clients on corporate legal matters, company secretarial compliance and governance matters.
- Providing full company secretarial services to clients.
- Providing leadership, including leading by example and helping to set a strong workplace culture and environment.
- Establishing and managing client relationships.
- Supporting clients with special projects (e.g. corporate transactions, share reorganisations).
- Updating and managing the Diligent Entities (formerly Blueprint) records for clients, including dealing with share allotments/transfer and changes to officers, confirmation statements etc.
- Advising clients on company secretarial compliance and governance matters where appropriate.

# ABOUT YOU

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

- a qualified CGI chartered secretary (a part qualified CGI candidate will be considered based on experience);
- at least 4 years working inhouse or in a professional services firm;
- good knowledge of the Companies Act 2006;
- excellent knowledge of managing and operating Diligent Entities (formerly Blueprint);
- excellent inter-personal skills and a customer driven attitude;
- passionate about providing quality client service;
- flexible and adaptive approach to work.

# WHAT YOU'LL GET

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

- A competitive salary.
- A pension scheme with contributions matched up to 5% of your annual salary.
- An annual bonus scheme with a maximum bonus of 15% of your annual salary.
- Private Health Insurance scheme provided by Vitality.
- 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!"