

Elemental

- Governance Senior Associate
- Permanent
- Remote

JOIN AN AWARD-WINNING TEAM AND DIVERSIFY YOUR GOVERNANCE 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 role, remote-working role for someone at an assistant company secretary level.

As well as a market leader we are recognised as a Top 1% 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, 2022 and 2025, we are the only firm to have won three times. 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.

We were also ranked Band 1 in the first-ever Chambers NewLaw Guide for Company Secretarial Services. This recognition reflects the trust our clients place in us, from regulated firms and listed companies to leading law firms, and the quality of work our team delivers.

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 but attendance at physical board meetings of clients may be required 1-2 times per month. These meetings will usually be in London.

The role will include some or all of the following:

- Advising clients on corporate legal matters, company secretarial compliance and governance matters.
- 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, board effectiveness reviews).
- Establishing and maintaining relationships with a variety of clients.

ABOUT YOU

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

- a CGI qualified chartered secretary;
- good experience in taking board minutes, as well as advising and supporting boards / committees with their corporate governance
- detailed knowledge of the Companies Act 2006;
- a good understanding of governance principles and practices;
- a good understanding of the Listing and Disclosure Rules, the UK Corporate Governance Code and the QCA Code is beneficial but not essential;
- at least 2 years working inhouse or in a professional services firm;
- experience working within or for publicly listed clients and / or financially regulated firms (preferred but not essential);
- 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. We were ranked as a [Top 1% Employer](#) by Escape the City as part of a new initiative aimed at setting the benchmark for progressive organisations. The Top 1% Employer certification spotlights forward-thinking organisations that lead the way with people-first workplaces. We are proud to be one of just fifteen organisations in the founding cohort to receive this distinction and to be recognised as a leader in creating an inclusive and people-centric culture.

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 Teams 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!"