TOP 1% EMPLOYER
ESCAPE CERTIFIED

Elemental

A Cogency Global Company

- **Company Secretarial Assistant / Associate**
- **Maternity Cover**
- **Fully Remote**

JOIN AN AWARD-WINNING TEAM

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

We are looking for someone to join our Company Secretarial Team on a fully remote-working basis to provide maternity cover. This role would suit a trainee or company secretarial assistant-level candidate.

Elemental is 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.

FT FINANCIAL TIMES
statista
1000 EUROPE'S FASTEST GROWING COMPANIES 2026

ABOUT **US**

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

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

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, the only firm to have won this award multiple times. We carry out premium work not often expected of a firm our size, giving you exposure to clients and their boards you would not typically see elsewhere.

In 2026, Elemental became part of Cogency Global, expanding its resources and global reach.











ABOUT **THE ROLE**

You'll join the Company Secretarial team as an Associate, providing full-time maternity cover on a 12-month fixed term contract basis. Flexible working is part of our culture, and working outside normal hours or at weekends is actively discouraged.

This role plays an important part in supporting our clients, including listed companies, financially regulated entities, third-sector organisations and private trading companies.

It would suit someone with experience using Diligent and Entity Management, as well as anyone keen to broaden their company secretarial experience.

Key Duties and Responsibilities:

- Providing full company secretarial services to clients.
- Updating and managing the Diligent Entities (formerly Blueprint) records for clients, including dealing with share allotments/transfer and changes to officers, confirmation statements etc.
- Managing the identity verification process of directors and PSCs pursuant to the new requirements under ECCTA 2023.
- Incorporation of companies and other entities.
- Advising clients on company secretarial compliance and governance matters where appropriate.

ABOUT **YOU**

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

- Qualified or part qualified chartered secretary.
- 2+ years working inhouse or in a professional services firm.
- Knowledge of the Companies Act 2006 and the incoming ECCTA 2023 reforms.
- 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. Your salary will be commensurate with experience and qualifications within the range of £30,000 - £50,000 per annum.
- 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.
- Commission payments on clients introduced to Elemental.

Elemental CoSec has been named a Top 1% Employer by Escape the City, a certification that recognises organisations leading the way on people-first workplace culture. We're proud to be one of just fifteen founding cohort members to receive this distinction.

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.

Apply here: https://www.elementalcosec.com/join-our-team/