

Job Specification

Job title	Company Secretarial Assistant Manager (Part-time, 3 days/week)
Reporting to	Company Secretarial Senior Manager

Overview of Firm

PKF Littlejohn LLP is an independent firm of chartered accountants and business advisors based in Canary Wharf. With in-depth expertise in many fields of tax, accountancy and finance, we work for clients ranging from large, listed corporates and SMEs to individuals, their families and their businesses.

Our independent status means we offer clients a high level of partner involvement, together with the combined knowledge and experience of an established, close-knit team.

At PKF Littlejohn LLP, every individual matters. You're more visible, more accountable and more fundamental to our success. If you're successful you'll enjoy challenging work in an environment, which encourages personal success. We deliberately seek to recruit individuals who have combined academic excellence with direct experience in business life.

Company Secretarial Team

The Company Secretarial team, within our Business Services Division, advises clients on the impact of company law and regulation, helping them to ensure that they fulfil their obligations towards regulators, shareholders, employees and other stakeholders. This role is an excellent opportunity for a competent and experienced individual to work for a highly regarded independent accountancy firm.

What skills will you need to be effective in this role?

Responsibilities
Job Duties and Responsibilities
<p>Purpose and aim of the role</p> <p>The purpose of the Company Secretarial Team is to provide an efficient service, supporting the clients of PKF Littlejohn LLP with regards to company secretarial matters. There are approximately 250 company secretarial compliance clients representing a broad range of industries</p> <p>You will be involved with:</p> <ul style="list-style-type: none"> • Providing a range of CoSec services from routine compliance to more complex transactions • Deputising for the Senior Manager • Becoming an integral part of the team and rapidly demonstrate a thorough knowledge of Company Secretarial matters, commensurate with this position • Developing an understanding of client needs and the service levels required <p>Duties and responsibilities</p> <p>The individual will be involved with the ongoing compliance work and will liaise with internal and external clients on technical issues. Main responsibilities will include, but not be confined to the following:</p> <ul style="list-style-type: none"> • Providing advice on various aspects of company law; • CoSec annual compliance work including the supervision of the preparation and filing of annual confirmation statements and the preparation of documentation relating to the approval of accounts; • Company formations; • Company strike offs; • Capital reductions; • Share buybacks;

- Supervising the maintenance and updating of statutory registers;
- General statutory work i.e. preparation of documentation to record changes in officers, accounting reference dates and registered office;
- Supervision of relevant filings at Companies House;
- Billing and other administrative duties; and
- Assisting with other ad hoc duties.

Person Specification

Skills and Qualifications

- 5+ years of previous experience performing similar duties and responsibilities
- ACIS qualified