

Job Description: Company Secretarial Specialist (Full-Time, Office Based, Athlone Town Centre)

Position: Company Secretarial Specialist

Salary: €50,000

About the Role

We are seeking an experienced Company Secretarial Specialist to join our growing accountancy firm on a full-time remote basis. This role focuses on managing company secretarial services for our clients, ensuring compliance with Irish corporate governance and regulatory requirements. Ideal for a detail-oriented professional, this position offers the opportunity to work in a dynamic, client-focused, and technology-driven environment while contributing to the automation of our services.

Key Responsibilities

- Act as the primary point of contact for company secretarial services, ensuring compliance with Irish corporate laws and regulations.
- Prepare and file annual returns, maintain statutory registers, and manage corporate governance documentation for clients.
- Assist with company formations, changes to company structure, and share transfers.
- Ensure timely filing of Company Secretarial returns and other regulatory documents with the Companies Registration Office (CRO).
- Advise clients on corporate governance best practices and ensure compliance with relevant legislation.
- Collaborate with internal teams to streamline processes and enhance the automation of company secretarial services.
- Stay updated on changes in corporate governance and company law, providing clients with relevant updates.

Key Requirements

- 3 years' experience in a company secretarial role, ideally within an accountancy or legal firm.
- Strong knowledge of Irish company law, corporate governance, and regulatory compliance.
- Experience with the Companies Registration Office (CRO) and other relevant regulatory bodies.
- Proficiency with company secretarial software and tools, with an interest in automation.
- Excellent organisational skills, attention to detail, and the ability to manage multiple client portfolios.
- Strong communication and interpersonal skills, with a client-focused approach.
- Ability to work independently and meet deadlines in a remote setting.

Join our innovative and growing team at Incorpro, where you will play a key role in ensuring client compliance while contributing to the automation of company secretarial services, all in a flexible, remote, and technology-driven environment.

