

A nighttime photograph of the London skyline. The Gherkin (30 St Mary Axe) is on the left, illuminated with blue lights. To its right is Paternoster House, a tall, dark building with many lit windows. The background shows other city lights under a dark sky.

LF LUBBOCK FINE

Career Opportunity

Company Secretarial Manager

Paternoster House | 65 St Paul's Churchyard | London EC4M 8AB

Why Lubbock Fine?

Lubbock Fine is a successful 22 Partner accountancy and tax advisory practice based in the City of London. We are also a founder member of the award-winning global network Russell Bedford International. Continuing our successful organic growth, we plan to expand our team to 200 professionals in 2025. The overarching strategy of the firm at the heart of our success is our vision to 'redefine exceptional'. Now is a perfect time to join us to be part of that success and to help shape the future.

We have a diverse range of clients, both within the UK and around the world. Our specialist business desks look after clients in France, Portugal, India, the Middle East and Africa, we have a newly launched German desk and business operations in the Cayman Islands. Our Dubai office, established in 2006, was one of the first to register as auditors with the Dubai Financial Services Authority.

Our clients cover an array of sectors including property investment businesses, natural resources, and renewable energy firms, the media & entertainment sector, technology, FCA registered firms, charities and not-for-profit and large funds with up to £4bn in assets. With such a diverse client base our work is both challenging and gratifying and offers our people many opportunities to gain exposure to new industries, or to specialise.

Our leadership team is friendly and approachable, and they keep an open-door policy to interact with the LF team at all levels. Our Smart Working policy enables you to reasonably work from where, and when you want, ensuring that you have a high degree of autonomy over how you manage your time.

We take CSR seriously and are a carbon neutral firm. We are heavily engaged in social mobility and charitable activities giving you the opportunity to give back. Employee wellbeing, flexibility and a quality working environment are at the core of the firm's values. We have an extensive range of benefits.

LF understands that everyone will have different long-term personal goals. Consequently, each team member is able to develop a tailored development plan to help them reach their specific career goals. Some of our team members who moved into Industry are now our clients. After a period of time with the firm we offer sabbaticals and international secondments within the RBI network.

If you are looking to take your career path all the way to partnership, the path to achieving this will be completely transparent. LF operates a unique 'Path-to-Partner' training and mentoring programme, allowing you to progress from trainee, into management and then Partnership as fast as you are capable of doing so.

Company Secretarial Team

An exciting opportunity has arisen within the practice for a Company Secretarial Manager. Due to a period of considerable growth, we are now looking for a Company Secretarial Manager to oversee and grow the Co Sec service that we provide to clients. Working closely with senior stakeholders, Partners and our growing compliance team, this role will be pivotal in delivering expert corporate governance advice and driving operational excellence within the department



Company Secretarial Manager

- You will oversee the smooth operation of the Company Secretarial function while managing a varied client portfolio
- Serve as the primary point of contact for technical company secretarial queries
- Incorporating companies and post incorporation work
- Dissolution and restoration of companies
- Handle client billing processes for both routine and bespoke company secretarial services
- Maintain statutory registers and ensuring full compliance with regulatory requirements
- Manage complex corporate actions, including capital reorganisations and share buybacks
- Collaboration with other teams, and senior client stakeholders to provide seamless governance services
- Ensuring regulatory compliance and adherence to corporate governance standards of client companies
- Share allotments, transfers and indemnity for lost share certificates
- Rectification of records at Companies House
- Appointment, resignation and removal of directors and PSC
- Filing of confirmation statements and dormant accounts
- Provide advice on Company Law, Compliance and best practices in Governance
- Provide advice to directors of client companies on their duties and responsibilities

We would love to hear from you if you have...

- Qualifications: CGI qualification preferred but not essential
- Industry Experience: Professional services background is highly desirable
- Technical Knowledge: Strong understanding of the Companies Act 2006 and corporate governance regulations
- Software Proficiency: Experience using CCH and other secretarial software, along with advanced Excel and Microsoft Office skills
- Attention to Detail: Highly organised with the ability to meet strict deadlines
- Interpersonal Skills: Strong ability to build trust and maintain professional relationships



What we will offer in return

- A competitive salary as well as a fully comprehensive range of benefits to include
- Smart Working with core hours from 10am to 4pm
- Christmas bonus scheme
- 4% or 5% pension (matched)
- Private Medical insurance
- Dental insurance
- Interest free season ticket loan
- Enhanced Maternity, Paternity & Shared Parental Leave packages
- Flexible benefits: including healthcare assessments, cycle to work, health cash plan etc
- Employee assistance programme
- 26 days holiday plus bank holidays
- Fresh fruit and snacks in the office every week
- Massage Angels bi-monthly
- Annual Summer away day and Christmas party as well as numerous other team socials
- Annual wellbeing calendar with free seminars, freebies, lunch & learns
- A supportive working environment where development and progression are actively encouraged!

Key Contact

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