



<https://www.fdcapital.co.uk/job/fractional-company-secretary/>

Fractional Company Secretary

Description

FD Capital | Fractional | £500–£600 per day | UK (remote / hybrid)

Role

FD Capital is looking for an experienced Company Secretary to work with a client on a fractional basis. This is a part-time, flexible role. The time commitment will be agreed with the client and will likely be a set number of days a month, increasing around board meetings, year end and AGM season.

You will be the board's governance lead and make sure the company meets its statutory, regulatory and corporate governance obligations. You will work closely with the Chair, CEO and Finance Director and act as a trusted adviser to the board. You will also run the company secretarial function day to day. The role suits someone who has held a Company Secretary or Assistant Company Secretary position in a growing business, group or listed environment and now wants a portfolio of fractional work.

Responsibilities

- Organise board and committee meetings, including annual scheduling, agendas, board packs, attendance and accurate minutes, and track actions to completion.
- Advise the board and directors on their duties, corporate governance best practice and the requirements of the Companies Act 2006.
- Maintain the statutory registers and minute books, and keep records for the company and any subsidiaries accurate and up to date.
- Prepare and file all Companies House submissions on time, including confirmation statements, director appointments and resignations, PSC changes, share allotments and changes to the articles. This includes the identity verification requirements brought in under the Economic Crime and Corporate Transparency Act.
- Plan and run the AGM and any general meetings, including notices, resolutions, proxy arrangements and filing after the meeting.
- Support share capital events such as share issues, transfers, buybacks, option schemes and investment rounds, and work with legal advisers on shareholder agreements.
- Keep the governance framework under review, including the matters reserved for the board, committee terms of reference, delegated authorities, and conflicts of interest and related party processes.
- Lead the induction of new directors and support board evaluation and director training.
- Manage the group's entities, including any restructuring, dormant company clean-up and the strike-off of redundant subsidiaries.
- Act as the main contact for external lawyers, auditors, registrars and regulators on company secretarial matters.

Hiring organization

FD Capital

Employment Type

Part-time

Beginning of employment

1st November 2026

Duration of employment

Perm

Industry

Medical Services

Job Location

London

Working Hours

9-5

Base Salary

£ 500 - £ 600

Date posted

October 7, 2026

Valid through

31.10.2026

Qualifications

- Qualified Chartered Governance Professional (CGI, formerly ICSA), or a qualified lawyer or chartered accountant with substantial company secretarial experience.
- Proven experience as a Company Secretary or Deputy/Assistant Company Secretary, ideally covering board and committee support in a private equity-backed, group or listed company.
- Thorough knowledge of the Companies Act 2006, Companies House procedures and UK corporate governance practice. Familiarity with the UK Corporate Governance Code or the QCA Code would be an advantage.
- Experience of share capital transactions, AGMs and multi-entity group structures.
- Excellent minute-taking and drafting skills, with sound judgement on what to record and how.
- Confidence and credibility with board members, and the discretion to handle sensitive matters.
- Highly organised and able to manage competing deadlines across a part-time schedule.
- Experience with entity management or board portal software (for example Diligent, Blueprint or Inhubber) would be an advantage.

Job Benefits

- A competitive day rate of £500–£600, depending on experience.
- Flexible fractional working, so the role can sit alongside other portfolio commitments.
- Mainly remote, with attendance at board meetings and the AGM as required.
- Direct exposure to the board and senior leadership, with real influence over how the business is governed.
- The chance to build or improve the company's governance framework rather than simply maintain it.
- Every FD Capital search is led personally by Adrian Lawrence FCA, and candidates are kept informed at every stage.