



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

Part-Time Company Secretary

Description

Location: Central London

Hours: 2 days per week (part-time)

Industry: Building Supplies

About Us

We are a well-established building supplies business located in the heart of London, serving a wide range of trade and retail customers. With a strong reputation for reliability and service, we are seeking an experienced and proactive Company Secretary to support our leadership team and ensure compliance with statutory and regulatory requirements.

Role Overview

As the Company Secretary, you will play a key role in maintaining the company's governance framework, ensuring compliance with legal obligations, and supporting the directors in the effective management of the business. This is a part-time position, ideally suited to someone seeking flexible hours while making a meaningful impact on a growing SME.

Responsibilities

Key Responsibilities

- Maintain statutory registers and company records in accordance with Companies House requirements.
- Prepare and file annual returns, confirmation statements, and other statutory documents.
- Organise, attend, and take minutes of board meetings; ensure directors are advised of their legal duties and responsibilities.
- Advise on corporate governance, regulatory changes, and compliance matters.
- Liaise with external advisors (accountants, auditors, legal counsel) as required.
- Support shareholder communications and maintain up-to-date records of shareholding.
- Assist with drafting board resolutions, contracts, and other governance documents.
- Provide general administrative and governance support to the directors.

Hiring organization

FD Capital

Employment Type

Part-time

Beginning of employment

1st January 2026

Duration of employment

Perm

Industry

Building Supplies

Job Location

London, South East, United Kingdom

Working Hours

9-5

Base Salary

£ 60,000 - £ 65,000

Date posted

October 10, 2025

Valid through

31.12.2025

Qualifications

Skills & Experience

- Qualified Company Secretary (ICSA/CGI) or equivalent experience preferred.
- Previous experience in a similar role, ideally within an SME environment.
- Strong knowledge of UK company law and corporate governance best practice.
- Excellent organisational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently and manage priorities effectively.
- Experience in the construction or building supplies sector (advantageous but not essential).

Job Benefits

Benefits

- Flexible part-time schedule (2 days per week).
- Competitive pro-rata salary based on experience.
- Opportunity to work with a supportive and growing business.
- Central London location with good transport links.

Contacts

FD Capital are a leading Fractional Company Secretary Recruiter