

Job Description

Title: Company Secretary

Location: Dublin, Ireland

Contract Type: Full time & Permanent

Cantor Fitzgerald

Cantor Fitzgerald Ireland is part of leading global financial services firm Cantor Fitzgerald. Cantor Fitzgerald has offices and trading desks in all major financial service centres throughout the world. We specialise in equities, Investment Banking, Real Estate, Fixed Income and Currencies. Cantor Fitzgerald's affiliate businesses include: BGC Partners, Inc. (BGC), Newmark (NMRK), and GFI Group (GFI). Cantor Fitzgerald Ireland provides a full suite of investment services, primarily wealth management, fund management, debt capital markets and corporate finance. An exciting opportunity has arisen for a Company Secretary to work with our team in Dublin.

Role Summary:

We are seeking to recruit a Company Secretary to join our professional team to carry out company secretarial duties for Cantor Fitzgerald Ireland.

Responsibilities

- Assist in the management of all aspects of our Company & in-house Company Secretarial.
- Assist in the provision of in-house Company Secretarial Services to ensure corporate compliance obligations.
- Incorporation and dissolution of companies; change of name and amendment of the Constitutions.
- Acting on behalf of the corporate Company Secretary, arranging the necessary meetings including liaising with relevant stakeholders / contributors, preparing and circulating Board papers, attending meetings and preparing minutes and action points connected to such meetings.
- Providing advice to Boards on legal and corporate governance issues.
- Companies Registration Office filings including Annual Returns.
- Annual compliance and maintenance of Statutory Books and Registers.
- Liaising with clients, solicitors, auditors and external regulators.
- Project work / ad hoc duties are carried out from time which may or may not be company and trust secretarial based.

Requirements:

Essential

- A minimum of 2 years post qualification experience.
- A flexible approach to meeting client needs.
- A high level of computer proficiency and familiarity with MS Office, Outlook, Excel and Word.

- Excellent communication and organisational skills; • Ability to work on own initiative and meet deadlines.

Desirable

- Corporate governance experience.
- Regulatory/Compliance experience.

This role is a CF-1 Designation under the Central Bank's Fitness & Probity Standards

The above statements are intended to describe the general nature and level of work performed by employees within this position. They are not intended to be interpreted as an exhaustive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. They will be reviewed from time to time, and they are subject to change.

Qualified applicants may write enclosing their CV to recruitment-ireland@cantor.com, quoting ref: Dublin – Company Secretary