

Job Description

Title:	Company Secretary Assistant
Location:	Dublin, Ireland
Reporting to:	Company Secretary – Cantor Fitzgerald Ireland Limited
Contract Type:	Full time & permanent

Company Summary:

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 Group Inc. (BGC), Newmark, 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 Assistant to work within one of world's leading wealth management firms. The Company Secretariat is seeking to recruit a new member to join the small team in Dublin on a full time, permanent basis.

Role Summary:

The role requires someone who is self-motivated and whose focus is on supporting Directors and colleagues on maintaining the highest governance standards.

You'll be joining a small, dedicated team who provide a full range of governance and company secretarial support to the Cantor Ireland entities and management team.

This is a role that will really appeal to someone who is seeking fantastic exposure and opportunity.

Key responsibilities:

- Support the development of corporate governance best practice in all entities within the Cantor Fitzgerald Ireland group.
- Assist the Company Secretary in providing comprehensive company secretarial support to the Cantor Fitzgerald Ireland Limited board, its committees, and the executive management team and its committees.
- Preparation of agendas, and creation and collation of meeting packs.
- Taking minutes and following up on action points.
- Providing governance advice.
- Companies Registration Office filings.
- Maintain board and board committee calendars, seeking and monitoring director availability for additional meetings as necessary.
- Maintain accurate documentation of corporate governance activities and processes, including updating and maintaining the statutory books.
- Manage and administer the group policy framework.
- Manage and monitor the use of board management software and providing support to software users.

Skills & Competencies

- An effective communicator with excellent interpersonal skills and experience of board level and senior management interaction preferable but not essential.
- Ability to influence at all levels.
- Strong organisational skills with the ability to manage multiple tasks and prioritise accordingly.
- Attention to detail with excellent verbal and written communication skills.
- High degree of discretion and professionalism.
- Ability to show initiative and work within in team.
- High level of proficiency in MS Word, Excel, Outlook and PowerPoint.

Requirements

- Degree in Corporate Governance / Law / Business / Finance studies.
- Ideal candidate will possess between 1-2 years' experience in a similar role.
- Qualified or near-qualified (CGI) governance professional who ideally has good experience and understanding of Financial Services, particularly investment firms.
- Knowledge of Corporate Governance Codes, including for investments firms, and the European Banking Authority guidelines.

Under The Central Bank of Ireland's (CBI) Individual Accountability Framework (IAF) established under The Central Bank (Individual Accountability Framework) Act 2023 (IAF Act), as a Control Function holder, you have a Duty of Responsibility under the CBI Common Conduct Standards. These standards include:

- acting with honesty and integrity,
- acting with due skill, care and diligence,
- co-operating in good faith and without delay with the Central Bank of Ireland
- acting in the best interest of customers and treating them fairly and professionally
- operating in compliance with standards of market conduct and trading venue rules

This is a Control Function role (CF2*) under the Central Bank of Ireland's Fitness & Probity regulations.

*CF2 - Ensuring, controlling or monitoring compliance by a regulated financial service provider with its relevant obligations.

To apply please click the link below:

[Company Secretary Assistant - Cantor Fitzgerald/BGC Careers](#)