



Chartered Secretary

Walkers Corporate (Bermuda) Limited (WCBL) invites applications for a Chartered Secretary to join our growing business in Bermuda. The Chartered Secretary will be responsible for providing corporate secretarial services, board support and other corporate governance-related duties to a range of Bermuda companies.

Scope & Key Responsibilities:

- Organisation of board and committee meetings, as required, including preparing and circulating meeting notices, agendas and supporting documents
- Collation and distribution of board packs, and liaising with relevant service providers
- Attending board and committee meetings and taking detailed minutes (including regulated entities)
- Organisation and holding of annual and special general meetings, as required, including preparing and circulating meeting notices, agendas and supporting documents
- Being familiar with, and complying with, Walkers Bermuda and WCBL policies relevant to the role.

Key Skills & Qualifications:

- ICSA qualified; legal, business administration or accounting degree preferred
- Minimum of three years' post-qualifying experience in industry and/or professional practice
- Exposure to corporate governance issues preferred
- Experience in board minuting, international subsidiary compliance experience and financial services
- Proficiency in Microsoft Word and Outlook
- Excellent written and verbal communication skills
- Able to work independently but as a cooperative member of a team
- Able to work under pressure to meet deadlines with minimum supervision.

WCBL offers a dynamic working environment with opportunities for career progression and an excellent remuneration package, including a discretionary performance based bonus, pension and fully covered health insurance. Remuneration will be commensurate with qualifications and experience.

It is anticipated that this will be a part-time role that, subject to performance and business need, will develop into a full-time opportunity.

Qualified applicants must submit a cover letter as well as a resume to:

Heather Kitson, Client Director
Walkers Corporate (Bermuda) Limited
Park Place
55 Par-la-Ville Road, 3rd Floor
Hamilton Bermuda HM 11
(heather.kitson@walkersglobal.com)

All enquiries will be dealt with in the strictest confidence.

Closing Date: 8 November 2018