Our Company Secretarial Group

Our Company Secretarial Group consists of a highly qualified team of company secretaries and company secretarial assistants, and is reinforced by the extensive depth of knowledge of the firm as a whole.

The Group is dedicated to assisting companies and their directors, company secretaries and managers in relation to all aspects of company law compliance and offers a full suite of company secretarial and compliance services. Our clients are drawn from all the major industry sectors, from standalone indigenous companies and large multinational groups to investment companies.

Each year the Group recruits a Trainee Company Secretary and it is a unique opportunity to train and qualify with a firm that truly invests in its people. The trainee will get to train and learn from a close team of experienced company secretaries, supported by and working alongside lawyers from the Corporate, Investment Management and Finance Groups in particular, with the opportunity to interact and work directly with clients and to attend client meetings.

Further information



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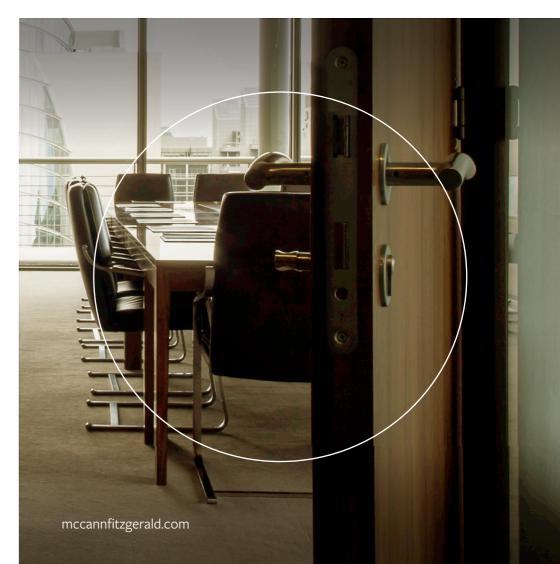
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Would you like a seat at the table?

Company Secretarial Group Traineeship



About McCann FitzGerald

McCann FitzGerald is a premier corporate law firm, employing over 600 people.

We provide the highest quality legal advice and representation to Irish and overseas clients. Our clients are principally in the corporate, financial and business sectors and we also advise government entities and many state bodies, pension funds, and educational institutions. Our principal office is located in Dublin and we have overseas offices in London, New York and Brussels.

The Successful Candidate



Has achieved a 2.1 honours (ideally, in law, finance or business)





Is part-ICSA

qualified or has the intention of completing the ICSA Chartered Secretary qualification





Posesses excellent numerical skills and attention to detail





Is a team player with a positive attitude





 Manage a varied portfolio of clients in all company secretarial and corporate governance matters,

governance matters including company incorporation, corporate

compliance, corporate reorganisation/ restructuring and company

Will perform the following duties:

 Provide advice on company law and monitoring clients' statutory obligations

dissolution

 Attend board and shareholder meetings and prepare the corresponding minutes

• Prepare and file client's annual returns and keep all necessary records.