Finance, Trust

The Role of the Company Secretary

Course Details

Price

£355.00

Start date

15 April 2027

Length

Full day (09:30-16:00)

CPD Points

5.50

Course Overview

This course is aimed at those who are looking to understand the role of the Company Secretary, how the role contributes to the effective running of a company, and how to effectively undertake key duties.

It is ideal for new, existing and aspiring Company Secretaries working in all types of businesses.

Content

This course will begin by focusing on the relationship of the Company Secretary with the board.

It will develop delegates' understanding of:

- Company meetings and how to administer them
- Record keeping and audit trail requirements
- Statutory requirements
- Corporate governance and corporate compliance

This course will also cover the following Administration functions:

- Company formation
- Company administration
- Maintaining the registers
- Dealing with the registry
- Annual submissions
- Annual accounts
- Keeping up to date
- Different jurisdictional requirements
- Company taxation
- Economic substance requirements
- Best practice for minute taking

Benefits

Having attended the course delegates will:

- Understand the role of the Company Secretary and how it fits with the Board.
- Have an understanding of the importance of corporate governance and corporate compliance.
- Be able to meet the administrative requirements of a Company

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 244570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise

dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Angus Kemp

Angus Kemp is a qualified Chartered Accountant and has been involved in tutoring students in the islands for over 25 years. He came to Guernsey in 1985 after having qualified in Glasgow, and has spent time with Coopers & Lybrand and BDO as well as a spell with ICI. In 1995 he established Offshore Training Consortium in Guernsey, which was subsequently acquired by BPP, and in 2002 he founded his accountancy practice, Kemp & Company Limited. He continues to service his own clients and specialises in audit and assurance services, liquidations and general business advice. Angus's extensive academic credentials include MA in economics and Politics, Postgraduate Certificate in Accountancy, and a Masters degree in Education.