# Job Advert - Company Secretary

Are you a qualified solicitor seeking a rewarding job where you can make a real difference in supporting the work of gospel churches or a recent graduate in law or related subjects, looking to gain a Company Secretary accreditation? Grace Baptist Charities Ltd (GBCL) is looking to appoint a Company Secretary. GBCL is part of the Grace Baptist Association (the Association) - formerly the Association of Grace Baptist Churches (South East). The Association is both a network of 99 independent Grace Baptist churches and a charity that supports these churches in their gospel ministry.

## The Role

- Ensuring legal and regulatory compliance for GBCL and the Association.
- Advising chairs and boards on good governance.
- Organising and minuting Board, Executive and Committee meetings.
- Maintaining statutory registers and filing annual returns.
- Monitoring legislative changes and updating internal processes, as necessary.
- Liaising with external advisors and regulators.
- Providing practical support to member churches, including advising on trust deeds, regulatory documentation and compliance.

## What we are looking for

### Essential:

- Excellent communication and interpersonal skills.
- Strong organisational and analytical ability.
- A self-starter, able to take the initiative.
- Knowledge of corporate governance and compliance.
- IT proficiency (Microsoft Office, governance platforms).
- Integrity and discretion.
- An evangelical Christian.

### Desirable:

- Experience as a Company Secretary or in legal/compliance roles.
- Understanding of charity governance.
- Law or governance qualifications (or willingness to train).

## Benefits

- **Location**: 62 Bride Street, London, N7 8AZ (hybrid working considered).
- **Salary**: for an experienced solicitor or company secretary up to £56,690 based on experience. For a suitable graduate starting from £34,000, with training provided, dependent upon the amount and type of post-graduate experience.
- **Hours:** 40 hours/week (incl. 1 hour lunch break), flexible with core hours 10 am–3 pm, part time considered.
- **Annual Leave**: 33 days including bank holidays.
- **Employer pension contribution**: 7.5%.
- **Other benefits**: Season ticket loan and cycle-to-work scheme.

## Apply Now

For further information and details of how to apply for this role please email davestewart@gracebaptists.org. Application close 5pm, 9th January 2026.