

Established in 2007, CTS are leading tax specialists located in Ennis, Co. Clare. CTS offers exciting career opportunities in a dynamic and fast-paced work environment.

CTS assists individuals and businesses throughout Ireland and advises on all areas of taxation, including corporate restructuring processes, sales and acquisitions of businesses, estate and succession planning, Revenue audits as well as property transactions.

Our client base ranges from high net worth individuals, business start-ups and large corporations. We also provide our tax expertise to legal and accountancy firms to enhance their own suite of services.

Owing to the continuous growth of the practice, we are seeking an experienced **COMPANY SECRETARIAL ADMINISTRATOR**.

The successful candidate will operate in a busy and dynamic work environment assisting in the preparation of company secretarial documents and forms. This position will work closely with the Tax Team of the practice.

Key Responsibilities will include:

- Preparation of company secretarial documentation to include drafting minutes of board meetings and company resolutions.
- Liaising with Companies Registrations Office (CRO).
- Updating company records.
- Preparation of letters, proposals and presentations.
- Preparation of VAT returns and operation of payroll for a number of clients.
- Ad-hoc secretarial duties as required.
- Providing general administrative support to the Tax Team.

Candidate Profile

Previous experience of company secretarial work/legal secretarial work and/or holding a qualification of the ICOSA may be an advantage.

Key Skills required:

- Excellent computer literacy and proficiency in all Microsoft Office programmes, including Word, Powerpoint, Outlook and Excel.
- Excellent attention to detail.
- Highly motivated.
- Proven ability to prioritise.
- Ability to work in a team environment with well-developed organisational, interpersonal and communication skills.



Application Process

Interested candidates should submit their CV together with a covering letter to info@cahilltaxation.ie.