

Assistant Company Secretary Interview Guide

Introduction

Recruiting the right Assistant Company Secretary requires assessing both technical company secretarial knowledge and the ability to support boards, committees and senior governance colleagues effectively.

The role typically requires strong organisation, attention to detail, sound judgement and the confidence to work with senior stakeholders while managing a varied governance workload.

This interview guide has been designed to help employers identify candidates with the practical skills, governance knowledge and development potential needed to succeed as an Assistant Company Secretary.

The questions can be adapted to suit organisations of different sizes, sectors and governance frameworks.

Technical Knowledge

1. Can you describe your experience supporting boards or committees?

What to look for:

- Experience preparing agendas and papers, coordinating meetings, taking minutes and following up actions.

2. What experience do you have with statutory filings, registers and company records?

What to look for:

- Practical knowledge of Companies House filings, statutory registers, entity records and filing deadlines.

3. What governance frameworks or regulatory requirements have you worked with?

What to look for:

- Relevant exposure to corporate governance requirements, internal governance frameworks or sector-specific regulation.

4. How do you keep your company secretarial and governance knowledge up to date?

What to look for:

- Professional development, CGI study or membership, governance publications and active learning.

Governance & Board Support

5. How do you prepare for a board or committee meeting?

What to look for:

- Clear planning, coordination with contributors, careful review of papers and effective deadline management.

6. What approach do you take to producing accurate and useful meeting minutes?

What to look for:

- Ability to identify key decisions, actions and discussion points while maintaining an appropriate level of detail.

7. How would you handle a board paper or governance document that was incomplete or submitted late?

What to look for:

- Practical judgement, communication with the relevant stakeholder and appropriate escalation where necessary.

8. How do you protect confidential or sensitive governance information?

What to look for:

- Discretion, secure handling of information and an understanding of professional confidentiality.

Stakeholder Management & Organisation

9. Tell us about a time you had to manage a difficult or demanding stakeholder.

What to look for:

- Professional communication, diplomacy and the ability to maintain constructive relationships.

10. How do you prioritise when several governance deadlines fall at the same time?

What to look for:

- Organisation, planning, understanding of priority and willingness to escalate competing demands where appropriate.

11. How do you ensure accuracy when working with detailed governance or company information?

What to look for:

- Strong checking processes, attention to detail and ownership of work quality.

12. How do you build effective working relationships with senior colleagues and directors?

What to look for:

- Professionalism, reliability, confidence and an understanding of stakeholder needs.

Scenario-Based Questions

13. You notice an error in a board paper shortly before it is due to be circulated. What would you do?

What to look for:

- Prompt action, appropriate communication, sound judgement and focus on maintaining an accurate board record.

14. A senior stakeholder asks you to complete an urgent task that conflicts with another important governance deadline. How would you respond?

What to look for:

- Ability to assess priorities, communicate clearly and seek guidance or escalate where necessary.

15. You identify that a statutory filing or governance action may have been missed. What would you do?

What to look for:

- Immediate investigation, appropriate escalation, corrective action and consideration of how recurrence could be prevented.

Closing Questions

16. What do you believe makes an effective Assistant Company Secretary?

What to look for:

- Strong organisation, governance knowledge, attention to detail, communication skills and willingness to develop.

17. Which areas of company secretarial or governance work would you most like to develop further?

What to look for:

- Self-awareness, ambition and a realistic understanding of professional development.

18. Why are you interested in this Assistant Company Secretary role?

What to look for:

- Motivation, preparation and understanding of the opportunity.

19. What questions do you have for us?

What to look for:

- Thoughtful questions about the governance function, responsibilities, development opportunities and organisational culture.

Candidate:

Position:

Interview Date:

Interviewer:

Interview Assessment Checklist

Following the interview, consider whether the candidate demonstrated:

- ☐ Strong company secretarial knowledge
- ☐ Board and committee support experience
- ☐ Statutory filing and records experience
- ☐ Excellent attention to detail
- ☐ Strong organisational skills
- ☐ Effective communication skills
- ☐ Sound professional judgement
- ☐ High levels of integrity
- ☐ Ability to work with senior stakeholders
- ☐ Strong development potential

Overall Recommendation

- ☐ Strong Hire
- ☐ Hire
- ☐ Hold
- ☐ Do Not Hire

Overall Comments