

A background image of a young man with dark hair, wearing a dark blazer over a light-colored t-shirt, looking down at a book or document he is holding. The image is softly lit, with a warm, golden light source from the left, creating a professional and focused atmosphere.

Company secretarial salary guide

2023-2024

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Introduction

We are delighted to present Taylor Root's company secretarial salary guide for 2023-2024 covering FTSE listed companies, insurance, banking, private limited companies, professional services and the not-for-profit sectors.

Taylor Root has been producing salary guides for many years and our data and market information is relied upon by Company Secretaries, General Counsel and HR teams across all sectors of industry to provide accurate benchmarking.

The information in this guide is compiled from several sources to ensure that it is accurate, up-to-date and relevant. Our first port of call is the placements we have made over the past 12 months which provide the most accurate reflection of true market data. We also consider the salary and benefits information from company secretarial candidates we work with daily.

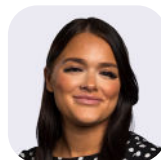
Following the world going back to 'normal' there has been an increased requirement for senior company secretaries across all sectors. We have seen a particular increase in organisations looking to appoint their first dedicated Company Secretary. With this, there has been a significant push in salary levels across the board from junior individuals to those in the number one position.

Flexibility remains key with individuals at Trainee to Assistant level look to go into the office a maximum of 3 days per week and the more senior professionals happy to go in a maximum of 4 days per week.

As always with our salary guides, there are going to be outliers at either end of the salary bands. If you require any bespoke salary advice or benchmarking for you or your team, please do get in touch. Equally, if there is anything you would like to see included in subsequent publications of the company secretarial salary guide, we would welcome hearing from you.



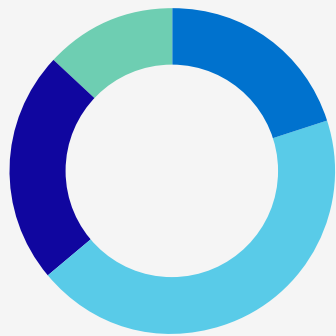
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Market statistics

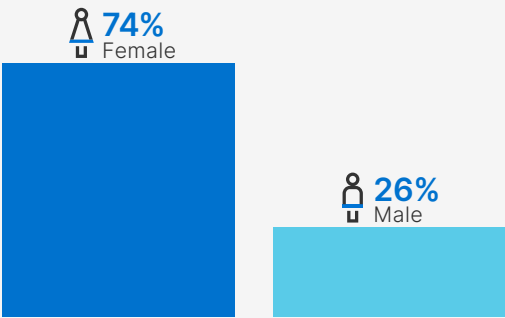
Would you turn down a role if you were required to be in the office 4 or 5 days a week?



- Yes (ideal is 3) | 20%
- Yes (ideal is 2) | 44%
- Yes (ideal is 1/remote) | 23%
- No (the job is more important) | 13%

Source: LinkedIn poll

Overview of the company secretarial market (UK)

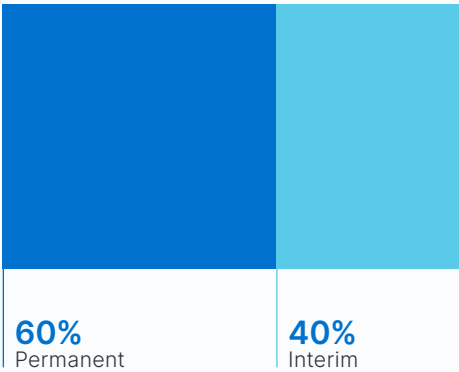


19,225
Number of Company Secretaries in the UK market

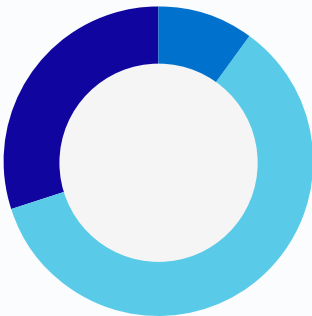
5%
changed jobs in the last 12 months

Source: LinkedIn Talent Insights

What is the split between permanent and interim roles on the market?



How long does it take to hire?



- 0 to 1 month | 10%
- 2 to 3 months | 60%
- 3 to 6 months | 30%

Source: Taylor Root vacancies over the last 12 months

I UK salaries















These figures should be taken as only providing guideline salary levels. Actual salary levels can vary considerably from the figures suggested, depending on the size of the firm, the scope of the responsibilities, and the experience of the individual. There is also a large discrepancy between firms regarding how they title different positions, and so the tables seek to group together those most commonly used.

FTSE 100

Position	Average base salary range	Bonus
Company Secretary	180,000-220,000+	40-60%
Deputy Company Secretary	130,000-160,000	20-50%
Senior Assistant Company Secretary	100,000-130,000	20-30%
Assistant Company Secretary	85,000-100,000	10-20%
Company Secretarial Assistant	40,000-60,000	0-10%
Trainee Company Secretary	30,000-40,000	0-10%

Salaries are in GBP

Benefits















	Car allowance (between £8000-15,000)		Private medical for self (+ family for Deputy level upwards)
	Pension (between 5%-20%)		Private dental
	Share scheme options (between 10%-50%)		Retail discount schemes
	Long-term incentive plan (c. 50% and pay out after around 3 years)		Subsidised gym memberships
	CGI study support for junior team members		Cycle to work scheme
	Life assurance (between x4-x6 of salary)		Season ticket loan
	Holiday (between 25-30 days)		Ability to buy/sell additional holiday

FTSE 250

Position	Average base salary range	Bonus
Company Secretary	150,000-200,000	40-60%
Deputy Company Secretary	120,000-150,000	30-50%
Senior Assistant Company Secretary	90,000-110,000	10-30%
Assistant Company Secretary	60,000-90,000	10-20%
Company Secretarial Assistant	40,000-60,000	0-10%
Trainee Company Secretary	28,000-35,000	0-10%

Salaries are in GBP

Benefits














	Car allowance (between £8000-£15,000)		Private medical for self (+ family for Deputy level upwards)
	Pension (between 5%-20%)		Private dental
	Share scheme options (between 10%-50%)		Retail discount schemes
	Long-term incentive plan (c. 50% and pay out after around 3 years)		Subsidised gym memberships
	CGI study support for junior team members		Cycle to work scheme
	Life assurance (between x4-x6 of salary)		Season ticket loan
	Holiday (between 25-30 days)		Ability to buy/sell additional holiday

Other PLC (AIM & Small cap)

Position	Average base salary range	Bonus
Company Secretary	120,000-180,000+	20-40%
Deputy Company Secretary	90,000-120,000	10-30%
Assistant Company Secretary	55,000-80,000	10-20%
Company Secretarial Assistant	35,000-50,000	0-10%
Trainee Company Secretary	25,000-35,000	0-10%

Salaries are in GBP

Benefits

	Car allowance (between £8000-£10,000)		Private medical for self (+ family for Deputy level upwards)
	Pension (between 5%-15%)		Private dental
	Share scheme options (between 10%-40%)		Retail discount schemes
	CGI study support for junior team members		Subsidised gym memberships
	Life assurance (between x4-x6 of salary)		Cycle to work scheme
	Holiday (between 25-30 days)		Season ticket loan
	Ability to buy/sell additional holiday		

Private limited companies

Position	Average base salary range	Bonus
Company Secretary	120,000-160,000+	20-40%
Deputy Company Secretary	90,000-120,000	10-30%
Assistant Company Secretary	45,000 -80,000	10-20%
Company Secretarial Assistant	30,000-45,000	0-10%
Trainee Company Secretary	25,000-30,000	0-10%

Salaries are in GBP

Benefits

	Car allowance (between £8000-£10,000)		Private medical for self (+ family for Deputy level upwards)
	Pension (between 5%-20%)		Private dental
	CGI study support for junior team members		Retail discount schemes
	Life assurance (between x4-x6 of salary)		Subsidised gym memberships
	Holiday (between 22-30 days)		Cycle to work scheme
	Ability to buy/sell additional holiday		Season ticket loan

Insurance

Position	Average base salary range	Bonus
Company Secretary	150,000-180,000+	20-50%
Deputy Company Secretary	120,000-150,000	20-30%
Senior Assistant Company Secretary	90,000-110,000	15-20%
Assistant Company Secretary	65,000-85,000	10-20%
Company Secretarial Assistant	40,000-55,000	0-10%
Trainee Company Secretary	30,000-40,000	0-10%

Salaries are in GBP

Benefits

	Car allowance (between £8000-£10,000)		Private medical for self (+ family for Deputy level upwards)
	Pension (between 5%-20%)		Private dental
	CGI study support for junior team members		Retail discount schemes
	Life assurance (between x4-x6 of salary)		Subsidised gym memberships
	Holiday (between 25-30 days)		Cycle to work scheme
	Ability to buy/sell additional holiday		Season ticket loan

Fintech

Position	Average base salary range	Bonus
Company Secretary	130,000-200,000+	20-50%
Deputy Company Secretary	120,000-150,000	20-30%
Senior Assistant Company Secretary	90,000-110,000	10-20%
Assistant Company Secretary	55,000-80,000	10-20%
Company Secretarial Assistant	30,000-50,000	0-10%
Trainee Company Secretary	24,000-32,000	0-10%

Salaries are in GBP

Benefits

	Pension (between 5%-20%)		Private medical for self (+ family for Deputy level upwards)
	CGI study support for junior team members		Private dental
	Life assurance (between x4-x6 of salary)		Retail discount schemes
	Holiday (between 25-30 days)		Subsidised gym memberships
	Ability to buy/sell additional holiday		Cycle to work scheme
	Season ticket loan		

Professional services

Position	Average base salary range	Bonus
Head of Secretariat	110,000-160,000	30-60%
Associate Director	80,000-100,000	20-40%
Company Secretarial Senior Manager	70,000-90,000	10-20%
Company Secretarial Assistant Manager	45,000-65,000	10-15%
Company Secretarial Assistant	28,000-40,000	0-10%
Trainee Company Secretarial Assistant	18,000-28,000	0-10%

Salaries are in GBP

Benefits

	Pension (between 5%-20%)		Private medical for self (+ family for Deputy level upwards)
	CGI study support for junior team members		Private dental
	Life assurance (between x4-x6 of salary)		Retail discount schemes
	Holiday (between 25-30 days)		Subsidised gym memberships
	Ability to buy/sell additional holiday		Cycle to work scheme
	Season ticket loan		

Charity and not-for-profit

Position	Average base salary range	Bonus
Head of Governance	65,000-100,000	20-40%
Governance Manager	50,000-65,000	10-20%
Governance Officer	35,000-47,000	0-10%
Company Secretarial Trainee	22,000-30,000	0-10%

Salaries are in GBP

Benefits

	Pension (between 5%-20%)		Private medical for self
	CGI study support for junior team members		Retail discount schemes
	Life assurance (between x4-x6 of salary)		Cycle to work scheme
	Holiday (between 25-30 days)		Season ticket loan
	Ability to buy/sell additional holiday		

Interim market

Position	Fixed term contract	Average day rate
Company Secretary	150,000-200,000	750+
Deputy Company Secretary	100,000-140,000	500-700
Senior Assistant Company Secretary	80,000-95,000	400-500
Assistant Company Secretary	50,000-70,000	300-400
Company Secretarial Assistant	30,000-40,000	200-300



About Taylor Root

We are a global legal, risk and compliance search and recruitment consultancy and have been a market leader for more than 30 years.

We help global law firms and businesses to build and expand their legal, risk, compliance and corporate governance functions. Whether you're hiring your first In-house Counsel, expanding your associate team in a certain practice area or expanding your risk department internationally, we partner with businesses at every step of your journey.

Our services include contingent and retained search, permanent, temporary and interim recruitment as well as consultancy solutions.

Wherever we operate we have made an impact, from Düsseldorf to Dubai, New York to Shanghai or Milan to Melbourne. From pioneering specialist recruitment in particular locations, to shaping how our clients have approached hiring, our influence is evident everywhere.

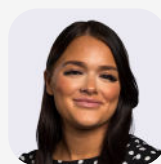
We have a truly global network of search and recruitment experts. Put simply, no one can match our global reach, or our history.

Get in touch

Contact one of our expert consultants – they have an extensive understanding of the market that they cover.



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About our specialist recruitment brands

We're part of The SR Group, a global search and recruitment company that also includes specialist search and recruitment consultancies Brewer Morris, Carter Murray, Frazer Jones and Taylor Root.

With strong management, a clear vision and the recruitment, training and retention of inspiring people, we have developed successful brands synonymous with quality around the world. Each of

these brands support clients on mandates at all levels of seniority, from entry-level through to Heads of, Director and C-Suite positions on both a permanent and interim basis.

|brewer morris

Brewer Morris is a trusted tax, treasury and senior finance search and recruitment consultancy.

Through integrity, flexibility, specialist expertise and always delivering results, we've built lasting relationships with professionals and businesses.

brewermorris.com

|carter murray

Carter Murray is a global search and recruitment consultancy dedicated to marketing and sales.

Through deep expertise within our markets, we're consistently able to fulfil even the most complex briefs and match the best specialist to every role.

cartermurray.com

|frazer jones

Frazer Jones is a global HR executive search and recruitment consultancy.

We help HR professionals thrive and empower HR leaders to put people and culture at the heart of their business – creating a more progressive future, for everyone.

frazerjones.com

|taylor root

Taylor Root is a global legal, risk and compliance search and recruitment consultancy.

Forming lasting partnerships with our clients and candidates, we are constantly evolving and continue to shape the world's legal, risk and compliance markets.

taylorroot.com

