

ICSA Member case studies



Anthony Panayiotis Michael

Director and Company Secretary, a US Bank in Jersey

What are the main responsibilities of your job?

To oversee the day-to-day administration of fund vehicles. Responsibilities include liaising with regulators, stock exchanges, auditors, lawyers and with the investors and fund promoters.

What is a typical working day for you?

Each day is very different and the work patterns are dictated by working cycles. Typically, I spend a good part of my day in client meetings and this is then followed by the preparation of board minutes and ensuring that action points from meetings are carried out. Recently, a large proportion of my time has been spent dealing with KYC matters.

What skills and qualities are required for your role?

I need to be very organised and to have the ability to organise others.

Which elements of your role do you most enjoy?

Meeting clients and then dealing with the minutes from board meetings is something that I really enjoy.

Which elements of your role do you least enjoy?

The least enjoyable part of my role is being tied to global policies, which can prevent individuals from being able to add value.

How do you see your career developing?

As a director at the moment, I have probably reached the peak of my career.

What other roles have you held prior to your current one?

Previously, I held the roles of associate director and director in private regulated trust companies.

How has your training helped you carry out your role?

My ICSA training has made me aware of the large range of skills required in order to be a good administrator. The training itself enables you to know what you are good at and when you are not sure of something, you are able to assist your clients by drawing on other people's skills.

What made you decide to become a Chartered Secretary?

The versatility of the qualification enables you to work in almost any field of your choice.

What do you think are the particular benefits of becoming a Chartered Secretary?

The qualification itself is recognised worldwide and people know when they are dealing with a Chartered Secretary that we have a broad depth of knowledge.

Would you recommend the ICSA qualification to others?

Without any hesitation, I would recommend the ICSA qualification.

What advice would you offer to a graduate?

Make sure that you complete your ICSA examinations and then try and join a progressive organisation that is interested in developing you as a person.

Is there any other information you consider relevant?

If you are studying ICSA examinations, make sure that you see your studies through to the end. I believe that once you are qualified, this will open up many career opportunities. ■