

ICSA Member case studies



Craig Hunter

Managing Director of VERSEC Limited, an award winning company secretarial solutions provider (also member of the board of British Swimming and the England chef de mission for the XIX Commonwealth Games, Delhi 2010)

What are the main responsibilities of your job?

We offer a broad range of corporate compliance services to our clients from company formations and maintenance of company records through to project management of AGMs and flotations on the London Stock Exchange.

What is a typical working day for you?

The great part of being a company secretary in private practice is the diversity of the work undertaken for clients. No two days are ever the same. Every day is spent focussed on client needs and providing solutions to a diverse set of problems for a varied client base. As we are keen users of the latest technology, we can provide services 24 hours a day to clients anywhere in the world.

What skills and qualities are required for your role?

- Ability to understand clients' business challenges
- Technical knowledge
- Good problem solving skills
- Ability to listen
- Project management

Which elements of your role do you most enjoy?

- Technical challenges
- Meeting interesting people
- Seeing a great outcome from a challenge, problem or issue

Which elements of your role do you least enjoy?

None – I love my job!

How do you see your career developing?

Increasing the range of clients for whom we provide services and identifying new challenges

What is your educational/training background?

- BA (Hons) Business Studies and Law
- Fellow of the Institute of Chartered Secretaries & Administrators

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

- Various roles within listed companies, deputy secretary of a FTSE 100 company
- British Swimming Olympic Team manager (1998–2006)

How has your training helped you carry out your role?

The diverse nature of the training helped to prepare me for all manners of challenges. Attention to detail, no job too small and ensuring timely delivery.

What made you decide to become a Chartered Secretary?

By accident, really. I had a holiday job working for an accountant and company secretary and realised that the work was so interesting that I would enjoy it as a career and could really challenge myself. →

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

Diverse and challenging nature of the opportunities available both in employment and in the voluntary sector.

Would you recommend the ICSA qualification to others?

Definitely! It's a great qualification and is a passport to future success. Being a Chartered Secretary means great opportunities career-wise.

What advice would you offer to a graduate?

Assume nothing, challenge the status quo and go for it!

