

# Don't just take our word for it...



**Daniel Rose** works in the research and strategy team at corporate communications consultancy, Black Sun Plc and is currently an ICSA student

Daniel has a MSc in Management and BA in Ancient History & History – both from the University of Leicester – and has successfully completed four modules on ICSA's qualifying scheme.

“ A typical day encompasses tasks such as responding to client queries, research into FTSE 100 corporate reporting trends, reviewing industry news and legislative developments, writing a monthly e-newsletter for clients, new business proposals and contributing to house marketing material.

I've never set a particularly rigid career path for myself and my intention in studying with ICSA was to ensure I had options. I certainly think the qualification has given me plenty of potential routes and, hopefully, I am testament to the fact that the company secretarial qualification isn't just applicable to those in practice but it's also useful in many other job roles which require quite a broad grounding in different areas of business.



**Secretariat Team** at Marks and Spencer Group Plc

“ We work in the Corporate Governance Group at M&S which supports the business with governance that is meaningful, relevant and focused on improving the business, both in the UK and overseas. As a team we cover three key areas: corporate governance, board effectiveness and shareholder relations.

Our main workload will focus on the next big event in our corporate calendar, for example assisting the chairman and chief executive with their governance and business priorities, drafting and co-ordinating board/committee agendas and papers, working with our colleagues in finance and communications on the annual report and project managing shareholder activity with our corporate colleagues and registrars. We also respond to day-to-day queries from shareholders and business needs from our directors which adds plenty of variety and challenge.

To continue to be good at what you do you must never stop learning – read lots, e.g. *FT*, business journals and *Chartered Secretary* magazine alongside legal briefings.

**Suzyo Ngandu** is Bank Secretary for Zambia National Commercial Bank Plc and is currently an ICSA student.

Suzyo has a BSC in Land Economy and is now pursuing ICSA's qualifying scheme.

“ Before joining the Banking Sector, I was Company Secretary for BP Zambia Plc, a subsidiary of BP Plc of the UK and had worked for KPMG, providing a range of Company secretarial services to clients. I also worked for Zambia Consolidated Copper Mines Plc, the only Zambian company with dual listing on both the London and Lusaka Stock Exchanges.

A typical working day might see me attending to shareholder queries, liaising with the Lusaka Stock Exchange, coordinating meetings and advising on governance issues. It is a full-filling career which will enable you to have the breadth and depth in your chosen career.

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**Derek Woodward** is the Group Company Secretary at Thomas Cook Group plc

Derek has a BA (Hons) Degree in Business Law and is a Fellow of ICSA. He has 25 years' experience as a company secretary – 20 of which are with FTSE 100 companies.

“As a law graduate, I thought there was more to life than conveyancing or drafting contracts! The reality was that I thought involvement at board level would be interesting and challenging.

The benefits of becoming a Chartered Secretary are the breadth of training and range of opportunity. It is a highly regarded profession, which gives you access to the key decision-makers and, at the senior level, a place at the board table.



**Mark Peters** is Head of Secretariat for Balfour Beatty plc

Mark has a BA (Hons) Degree in English and American Literature from the University of Warwick and is a Fellow of ICSA.

“My principal responsibilities involve working with the chairman and the other directors on matters relating to corporate governance, company law and stock exchange compliance.

As a Chartered Secretary, you are acknowledged around the boardroom table and amongst colleagues as the person who knows about company law, stock exchange compliance and corporate governance and, as such, the training you receive through your studies and in the actual work you are doing as a company secretary helps you reach this position where you can confidently respond to questions, give advice etc. but from a firm foundation.

One of the main advantages of my career path is that my skills can be applied across different types and sizes of organisations, which gives me a lot of flexibility in where I can choose to go next.

**Michelle Mendes** is Director of Mercatoria (Suisse) S.A. – a financial services provider located throughout Europe, the Caribbean and North America

“The in-depth knowledge provided by ICSA modules is tremendously valuable. From my module notes and books I was able to create a database of references that I use almost on a daily basis. The coverage of topics was very thorough. They have provided me the framework upon which I can analyse and provide a meaningful contribution on an executive level.

The benefits of becoming a Chartered Secretary are that it's highly recognised in Commonwealth countries and, of late, the USA, which sets you apart from the masses of people that have undergraduate degrees. Many lawyers and solicitors specifically get the ICSA qualification to set them apart from others in their profession. In any career pursuit, ICSA provides a wholly rounded education of business, legal, compliance of trust and company structures.

The ICSA qualification is really the foundation to any good career. It gives you the tools to launch your career.