



FLEXIBLE WORKING SOLUTIONS LIMITED

15-20 hours per week • Flexible, predominantly home-based role

FWS Ltd is a Guernsey-based services company providing governance, administrative, secretarial, event and communications support to organisations across the finance and third sectors. We are a small, friendly business that embraces flexibility and remote working, with no physical office and a modern, fully digital working environment.

Although FWS offers a broad range of services, this role is specifically focused on governance and company secretarial support. We are looking for someone who is confident in attending meetings, taking accurate notes and detailed minutes, and managing the full governance cycle for multiple clients.

This role is well suited to someone who enjoys structured work, has strong typing skills, values accuracy and clarity, and is happy working independently from home within a supportive, collaborative team.

While the primary focus of this role is governance and co-secretarial support, FWS operates as a small and collaborative team, and there will be times when the Governance Coordinator is required to assist in other areas. This may include supporting aspects of event management, helping with pre-event preparation, coordinating attendees or assisting occasionally at in-person events. A flexible, team-oriented approach is important, and the ability to move between governance work and wider administrative support when needed will be valued.

The successful candidate should also expect that there may be occasional periods where additional hours are needed. Peak governance cycles, clustered meeting schedules, client AGMs or key events may require overtime. Wherever possible this will be planned and agreed in advance, but the role does require a reasonable degree of flexibility to meet client and business needs.

Key Responsibilities

Governance & Secretariat (core focus)

- Attend board, committee and working-group meetings (in person in Guernsey where needed, or remotely for other jurisdictions).
- Take clear, accurate notes and draft high-quality minutes.
- Manage the full meeting process: scheduling, invitations, agendas, pack compilation, distribution and follow-ups.
- Maintain action logs, governance calendars, planners and trackers.
- Support AGMs and member meetings, including preparation of documentation and recording proceedings.

Administrative Support

- Monitor shared inboxes and handle routine governance correspondence.
- Prepare governance papers, reports and supporting documents.
- Maintain governance and statutory records (as instructed by regulated entities).
- Coordinate signatures and assist with director or committee onboarding/offboarding.

What We're Looking For

Essential

- Proven experience in governance, co-secretarial or secretariat roles. Ideally 5+ years' experience.
- Excellent minute-taking and note-taking ability, with strong attention to detail.
- Fast and accurate typing skills, with confidence capturing discussions in real time.
- Confident attending meetings and interacting with committee/board members.
- High standard of written English.
- Strong IT skills and ability to learn new systems quickly.
- Ability to work independently and manage deadlines while working from home.
- Good understanding of different sectors within the finance industry.

Desirable

- Experience with Google Workspace.
- Understanding of membership-based organisations or charities.
- Strong knowledge of Guernsey regulatory requirements and experience are advantageous.

Working Style & Flexibility

- **15-20 hours per week**, with flexible scheduling mostly during daytime hours.
- Overtime may be required periodically.
- Flexible working supported, including school-friendly hours where possible.
- Occasional event attendance in person may be required.
- Requires excellent self-discipline, communication and remote working skills.
- Some holiday cover at pre-agreed times will be needed.

Tools & Home Working Requirements

As this is a predominantly home-based role, the successful candidate must have their own suitable equipment, including a reliable computer or laptop, secure internet connection and a private workspace. You will need up-to-date Microsoft Office (Word, Excel and Outlook) together with appropriate security measures such as antivirus/malware protection. Experience working within a secure digital environment and maintaining confidentiality is essential.

Pay & Employment Terms

This role is paid on an hourly basis, with the rate to be agreed with the successful candidate based on experience and the final working pattern. Pension contributions will be made in line with the States of Guernsey's minimum requirements. Holiday is unpaid, although a reasonable amount of unpaid leave can be agreed in advance, taking account of peak periods. All hours must be recorded accurately using a task and timesheet system.

How to Apply

If this sounds like the right fit for you, please email **Ellie Lawrence**, Managing Director, at ellie@fws.gg with your CV and a short note about your current circumstances.

We look forward to hearing from you!

e: ellie@fws.gg | m: 07781 423842 | w: www.fws.gg

Flexible Working Solutions Limited 49250, trading as FWS Ltd