

taylor root

Company Secretarial salary guide

2025

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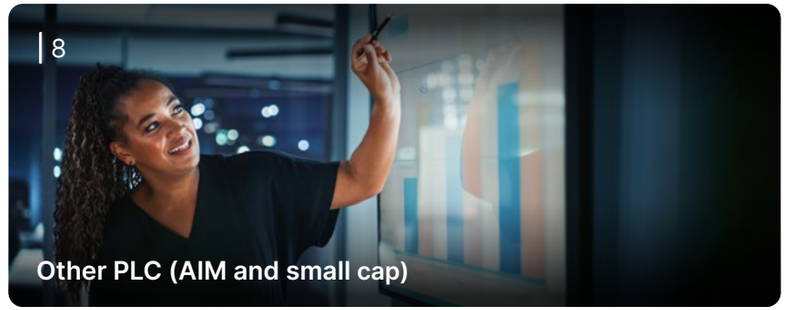
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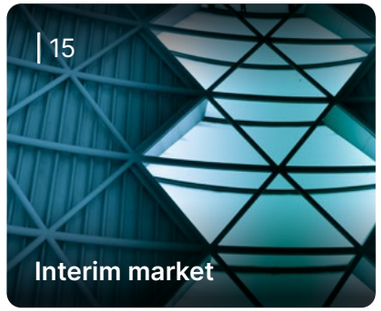
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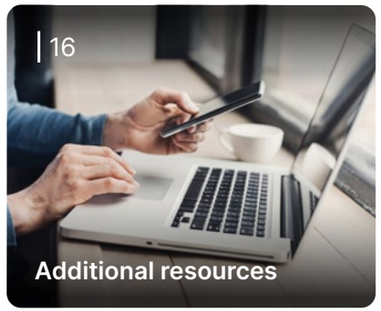
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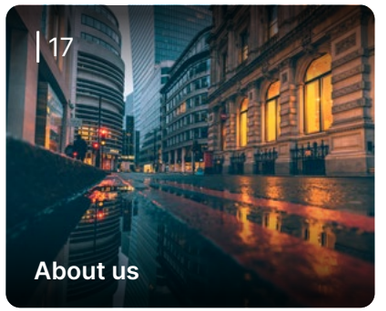
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About us

Introduction

We are delighted to present Taylor Root's Company Secretarial 2025 salary guide, which includes salary and benefits guidance for FTSE-listed companies, insurance, banking, private limited companies, professional services and the not-for-profit sector.



Trends impacting the company secretarial space

The past year has been marked by unprecedented economic volatility. Persistent inflation, coupled with interest rate hikes, cast a shadow over global markets. The lingering effects of the pandemic, geopolitical tensions and supply chain disruptions have further exacerbated economic challenges, forcing businesses to re-evaluate their strategic priorities and operational costs.

These macro-economic headwinds have inevitably impacted the company secretarial market, necessitating a more strategic and cost-conscious approach to resourcing. We have seen teams being restructured, increasing the demand to do more with less.

Beyond the economic backdrop, the company secretarial profession is undergoing a transformative shift, with the increased focus on diversity, equity and inclusion being more pronounced than ever. Organisations are increasingly recognising the business case for a diverse workforce and are implementing targeted strategies to attract, retain and develop talent from a wide range of backgrounds.

The advent of generative AI has the potential to revolutionise the company secretarial role, offering opportunities for increased efficiency and innovation. However, alongside these opportunities there are critical considerations of safety, ethics and legal compliance. As company secretaries, it falls upon you to ensure the safe and beneficial integration of AI technologies into your organisations.



About this guide

We have been producing salary guides for many years and our data and market information is relied upon by Company Secretaries, General Counsels 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.

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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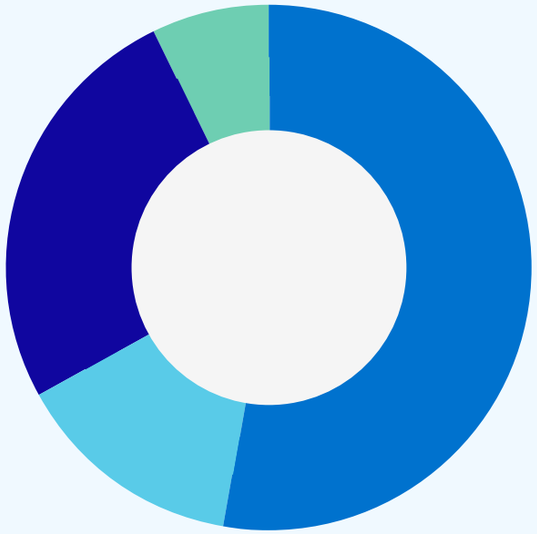
Market data

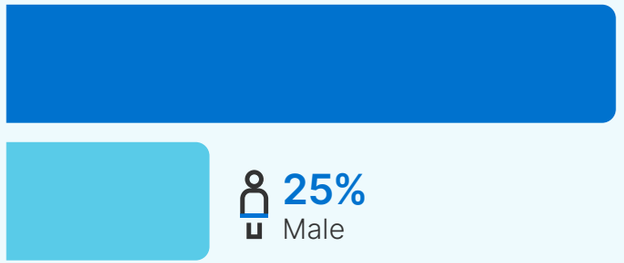
Would you turn down a role if you were required to be in the office four or five days a week?



- Yes (ideal is three) | 20%
- Yes (ideal is one/remote) | 23%
- Yes (ideal is two) | 44%
- No (the job is more important) | 13%

Source: LinkedIn poll

Overview of the Company Secretarial market (UK)



75% Female

25% Male

Source: LinkedIn

5%
changed jobs in the last 12 months

19,461
Number of Company Secretaries in the UK market

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



20%
interim

80%
permanent

Source: Taylor Root vacancies over the last 12 months

FTSE 100

Position	Average base salary range (GBP)	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	80,000 - 100,000	10 - 20%
Senior Company Secretarial Assistant	60,000 - 70,000	10 - 20%
Company Secretarial Assistant	40,000 - 60,000	0 - 10%
Trainee Company Secretary	30,000 - 40,000	0 - 10%

Benefits

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

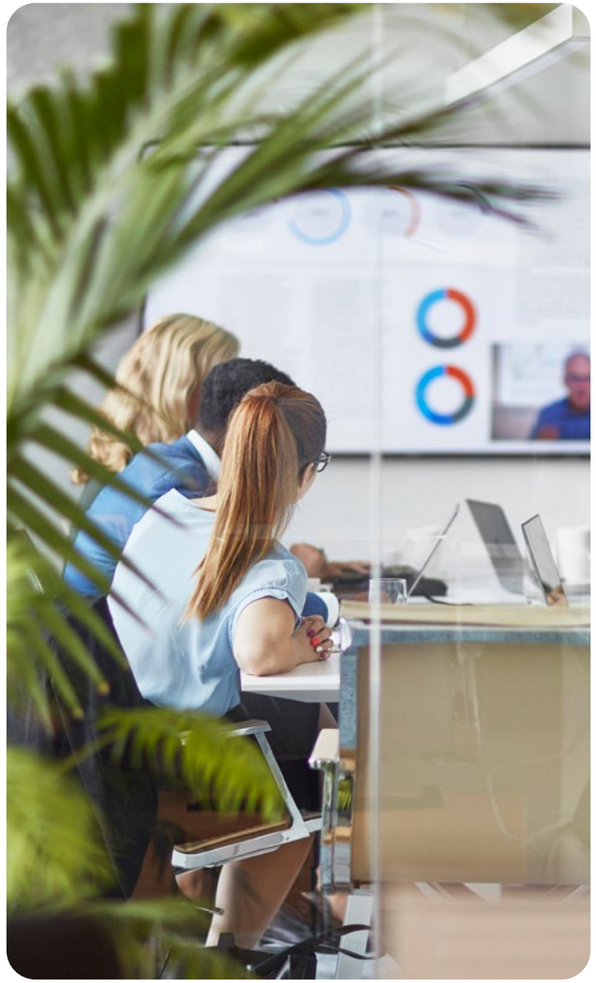


FTSE 250

Position	Average base salary range (GBP)	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	20 - 30%
Assistant Company Secretary	75,000 - 90,000	10 - 20%
Senior Company Secretarial Assistant	60,000 - 70,000	10 - 20%
Company Secretarial Assistant	40,000 - 60,000	0 - 10%
Trainee Company Secretary	28,000 - 35,000	0 - 10%

Benefits

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

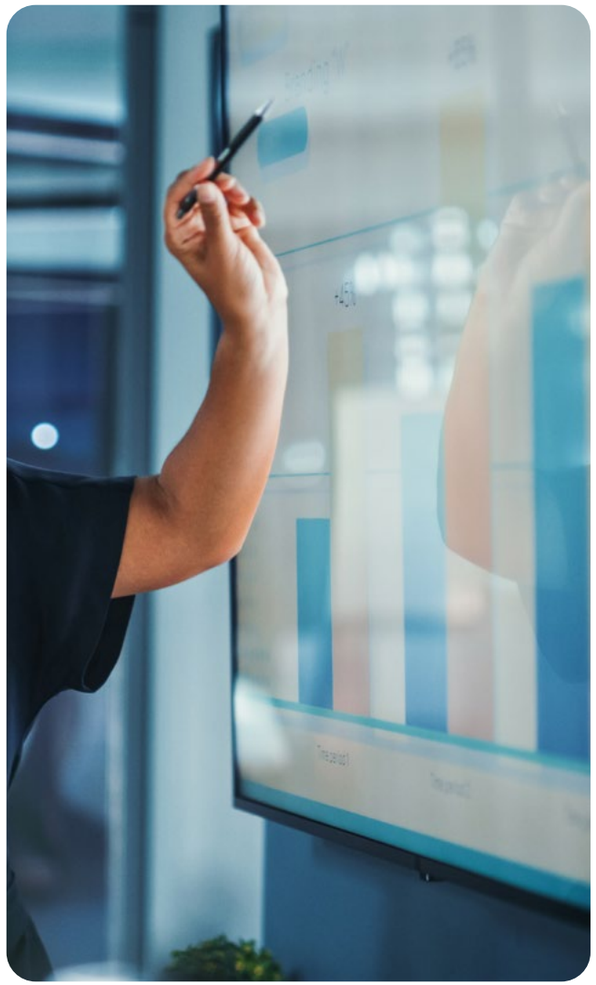


Other PLC (AIM and small cap)

Position	Average base salary range (GBP)	Bonus
Company Secretary	120,000 - 180,000+	40 - 60%
Deputy Company Secretary	90,000 - 120,000	20 - 50%
Senior Assistant Company Secretary	70,000 - 90,000	20 - 30%
Assistant Company Secretary	60,000 - 70,000	10 - 20%
Senior Company Secretarial Assistant	50,000 - 60,000	10 - 20%
Company Secretarial Assistant	35,000 - 50,000	0 - 10%
Trainee Company Secretary	25,000 - 35,000	0 - 10%

Benefits

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

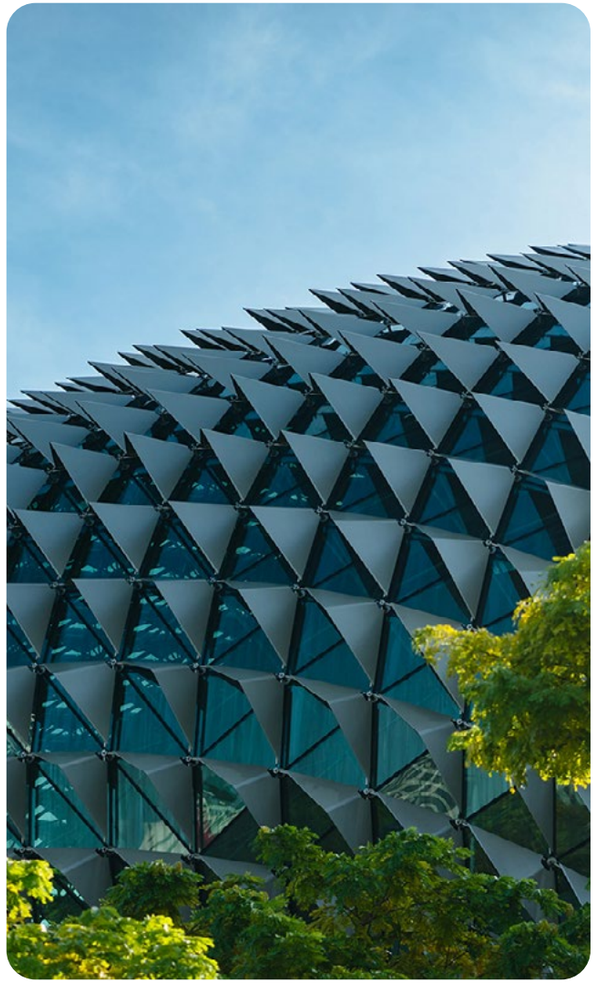


Private limited companies

Position	Average base salary range (GBP)	Bonus
Company Secretary	120,000 - 160,000+	40 - 60%
Deputy Company Secretary	90,000 - 120,000	20 - 50%
Senior Assistant Company Secretary	70,000 - 90,000	20 - 30%
Assistant Company Secretary	60,000 - 80,000	10 - 20%
Senior Company Secretarial Assistant	50,000 - 60,000	10 - 20%
Company Secretarial Assistant	30,000 - 45,000	0 - 10%
Trainee Company Secretary	25,000 - 30,000	0 - 10%

Benefits

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



Banking

Position	Average base salary range (GBP)	Bonus
Company Secretary	150,000 - 200,000+	40 - 60%
Deputy Company Secretary	120,000 - 150,000	20 - 50%
Senior Assistant Company Secretary	90,000 - 110,000	20 - 30%
Assistant Company Secretary	60,000 - 90,000	10 - 20%
Senior Company Secretarial Assistant	45,000 - 60,000	10 - 20%
Company Secretarial Assistant	35,000 - 45,000	0 - 10%
Trainee Company Secretary	30,000 - 40,000	0 - 10%

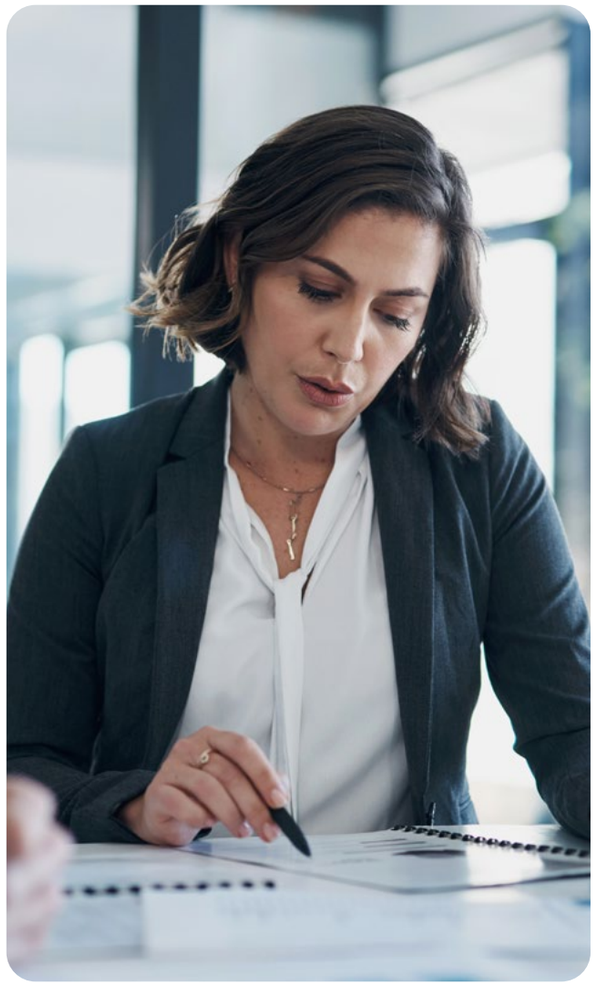
Benefits

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



Insurance

Position	Average base salary range (GBP)	Bonus
Company Secretary	150,000 - 200,000+	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%



Benefits

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

Fintech

Position	Average base salary range (GBP)	Bonus
Company Secretary	150,000 - 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	60,000 - 85,000	10 - 20%
Senior Company Secretarial Assistant	50,000 - 60,000	0 - 10%
Company Secretarial Assistant	35,000 - 50,000	0 - 10%
Trainee Company Secretary	25,000 - 35,000	0 - 10%

Benefits

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



Professional services

Position	Average base salary range (GBP)	Bonus
Head of Secretariat	130,000 - 160,000+	30 - 60%
Associate Director	90,000 - 110,000	20 - 40%
Company Secretarial Senior Manager	70,000 - 90,000	10 - 20%
Company Secretarial Assistant Manager	50,000 - 70,000	10 - 15%
Company Secretarial Assistant	30,000 - 40,000	0 - 10%
Trainee Company Secretarial Assistant	20,000 - 30,000	0 - 10%



Benefits

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

Charity and not-for-profit

Position	Average base salary range (GBP)	Bonus
Head of Governance	90,000 - 120,000+	20 - 30%
Deputy Head of Governance	70,000 - 90,000	20 - 30%
Senior Governance Officer/Governance Manager	50,000 - 70,000	10 - 20%
Governance Officer	35,000 - 50,000	0 - 10%
Trainee Governance Officer	22,000 - 30,000	0 - 10%



Benefits

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

Interim

Position	Fixed-term contract (GBP)	Average daily rate
Company Secretary	150,000 - 200,000+	£800 - £1000+ per day
Deputy Company Secretary	100,000 - 140,000	£600 - £800 per day
Senior Assistant Company Secretary	80,000 - 95,000	£500 - £600 per day
Assistant Company Secretary	50,000 - 70,000	£400 - £500 per day
Company Secretarial Assistant	30,000 - 40,000	£200 - £300 per day

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.



Additional resources

Explore additional resources to support with your next company secretarial hire.



How to hire a Company Secretary

Download our comprehensive guide, outlining best-practice tips and hiring advice

Download

Job description templates

- Group Company Secretary
- Company Secretarial Assistant
- Deputy Company Secretary
- Assistant Company Secretary

Get in touch

Meet the team behind your success

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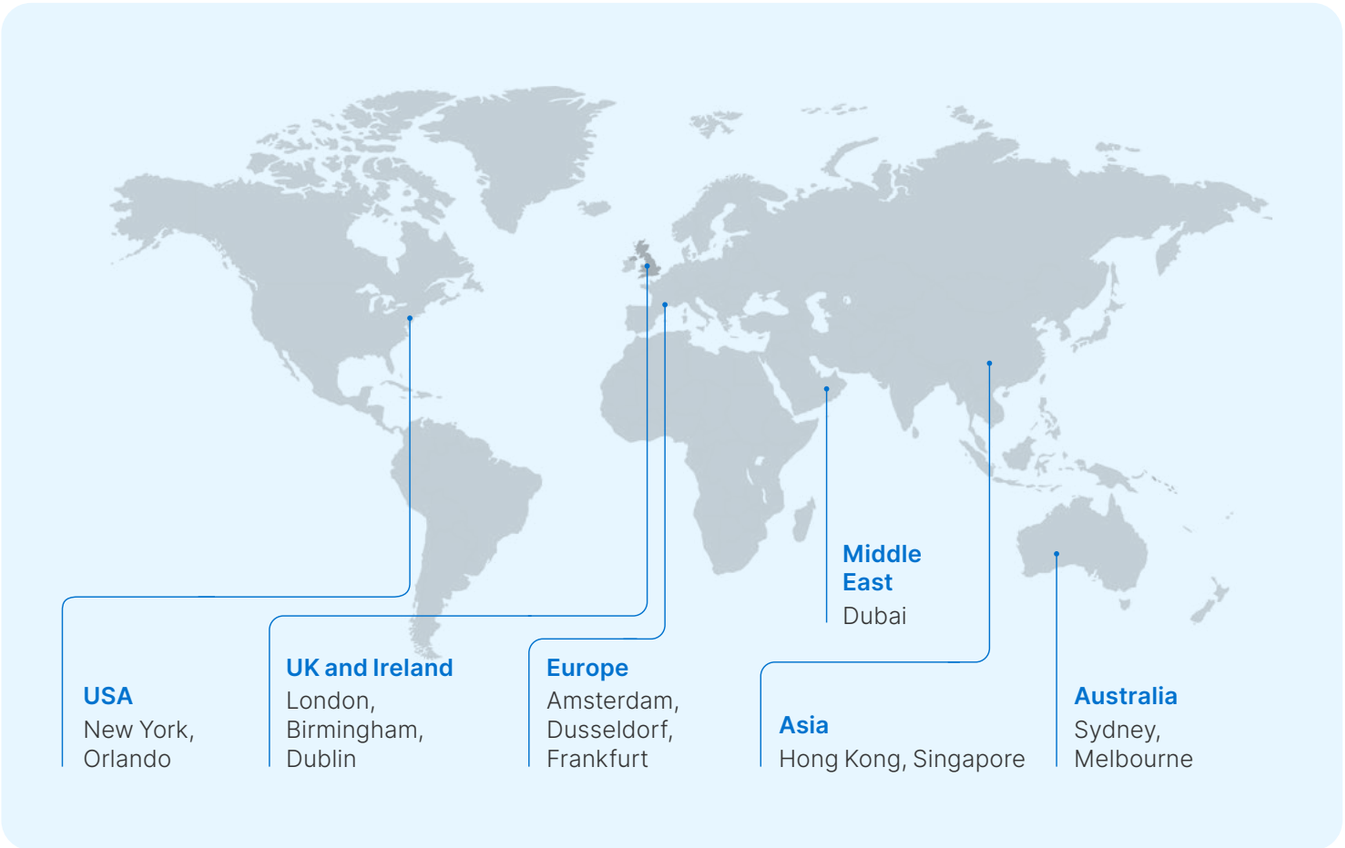
We are a global legal, risk and compliance search and recruitment consultancy and have been a market leader for more than 35 years.

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.

Today, our international offices reflect a truly global network of search and recruitment experts. Put simply, no one can match our global reach, or our history.



About our specialist recruitment brands

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

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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.

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Keller West is a global IT specialist search and recruitment consultancy.

We help companies worldwide to navigate the evolving world of technology and talent. Our teams connect businesses with the right digital, data, cyber security and infrastructure experts.

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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.

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