



## Data & Analytics Officer

**Based in the City of London and remotely**

Salary: £27,500 per annum  
Plus £7.5% company pension contribution  
A travel allowance of £2,500 per annum  
Hybrid working arrangements  
Discretionary Bonus

This is an exciting opportunity for an individual looking to build a Data Analysis career in a small team where they can make a significant impact. Our analytics function serves the entirety of CISI with reporting and analysis. The team is responsible for innovating in analytics for larger projects such as membership engagement, learning platform analytics and event analysis.

### **The main responsibilities are:**

- Data quality control, collection & management
- Learning and Knowledge sharing on data analytics with wider organisation
- Data reconciliation & analysis
- Collaborate with stakeholders to understand and translate reporting requirements
- Creating clear, compelling data visualisations that support informed decision-making.
- Supporting the Data Engineer & Analytics Lead

### **The following skills and experience are required:**

- A degree or equivalent qualification in a subject which required data analysis, visualisation and reporting; or 2 years of relevant experience in a data analysis role.
- High level of proficiency with Excel
- Candidates should have familiarity with the following software (this does not have to be professional experience)
- Visualisation tools (PowerBI preferred)
- Programming tools (SQL or Python/R)
- ETL tools (e.g. KNIME)
- A clear communicator who is able to work across a range of teams working to different drivers
- Adaptable and resilient, able to thrive in a dynamic global environment
- Continuous improvement mindset with a passion for data analytics and willingness to learn
- Proactive Approach: A self-starter who takes the initiative to identify challenges, propose solutions, and contribute to process improvements.

### **We offer a competitive remuneration package, which includes:**

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange

- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 23 days annual leave and additionally the Institute closes for three days between Christmas and New Year.
- A travel allowance after passing probation which has a value of £2,500 per annum
- Hybrid working arrangements.

Please send your CV, salary expectation and availability to HR at [jobs@cisi.org](mailto:jobs@cisi.org)

### **Candidate Adjustments**

At CISI we encourage applications from a neurodiverse workforce so please do reach out to [HR@cisi.org](mailto:HR@cisi.org) to discuss reasonable adjustments if required.

Our London office is open plan with agile desk booking; however, we are able to arrange reasonable adjustments for candidates that require a fixed working space.

*We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.*

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Its purpose is “To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.”

For more information on the CISI, please see our website at [www.cisi.org](http://www.cisi.org)