

Governance and Contracts Manager

Based in the City of London and remotely

Salary: c.£36,000 pa to £37,700pa, depending on your skills

Plus £7.5% company pension contribution

A travel allowance of £2,500 per annum

Hybrid working arrangements

Discretionary Bonus

We have an opportunity to join the CISI Governance Unit as a Governance & Contracts Manager. The role offers the opportunity to assist in the expansion of the new Governance Unit and build awareness and profile for best practice in Corporate Governance across the Institute. This is an important role. Involving strong relationship building with the Board of Trustees, Executive Management, and a range of internal and external stakeholders, including the Privy Council and regulators like the Charity Commission.

You will be:

GOVERNANCE

- Supporting the Chief Governance Officer in delivering a best-in-class governance to the Board of /Trustees and a range of internal and external stakeholders.
- Supporting the Chief Governance Officer in facilitating the smooth operation of board and key committee meetings, encompassing the preparation of agendas, accurate and timely minute taking and timely dissemination of information to key stakeholders
- Maintaining up-to-date knowledge of legal and governance developments and practices and providing a range of advice to colleagues on their responsibilities and the implications for them of any changes which arise.
- Forging key external relationships, for example with the Charity Commission.
- Coordinating any new subsidiary/branch openings or closures and documentation required for same
- Assisting with the maintenance of statutory books and records of the CISI entities, ensuring books and records are centrally maintained and accessible and statutory and regulatory filings submitted on time.
- Undertaking required research and supporting the Chief Governance Officer on ad hoc projects.
- And any other ad hoc duties and responsibilities as may be assigned from time to time.

CONTRACTS MANAGEMENT

- Drafting contracts and contract templates that are consistent with applicable laws, regulations, and internal policies.
- Amending existing contracts in line with changes in requirements ensuring contracts are valid and legally binding.
- Researching contract terms, renewals or extensions and maintain contract-related documents and correspondence.
- Staying informed about changes to relevant rules and regulations.
- Supporting Legal Counsel in ad hoc projects.

Required Skills and Experience:

- Law degree, or 3+ years' experience as a Company Secretary or qualified solicitor with a demonstrable understanding of corporate governance and contracts management
- Board and committee support experience.
- Initiative-taking and self-managing and yet a collaborator.
- Excellent communicator, with high impact and well-developed influencing and stakeholder management / engagement skills
- Efficiency, accuracy, organisation, attention to detail and comfort working in a demanding environment.
- Ability to recognise issues of important to the CISI, seek required input and guidance when necessary.
- Personal and professional maturity.
- Commitment to continuous improvement and development.
- Resilience and the ability to prioritise and manage competing demands

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
- 26 days leave per annum (which includes the institute closing for three days between Christmas and New Year).
- A travel allowance after passing probation which has a minimum value of £2,500 per annum
- Hybrid working arrangements.

Please send your CV, salary expectation and availability to HR at jobs@cisi.org

Candidate Adjustments

At CISI we encourage applications from a neurodiverse workforce so please do reach out to 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