

Governance Officer

Based in the City of London and remotely

Hybrid working arrangements

£7.5% company pension contribution

A travel allowance of £2,500 per annum

We have an open position in the CISI Governance Unit for a proactive Governance Officer who will support the Chief Governance Officer in managing the corporate governance function. This is a varied role encompassing board support, statutory compliance, stakeholder management as well as ad hoc project work. The successful candidate will have a background in and passion for corporate governance and an interest in working within the not-for-profit space, whilst being able to demonstrate excellent attention to detail and a flexible approach. In return, you will be able to develop your career in a professional membership organisation.

Responsibilities:

- Supporting the Chief Governance Officer in delivering a best-in-class governance to the Board /Trustees and various stakeholders.
- Supporting the Chief Governance Officer in facilitating the smooth operation of board and key committee meetings, support with providing content, production of accurate and timely minutes of meetings and timely dissemination of information to key stakeholders
- Maintaining up-to-date knowledge of governance developments and practices and advising stakeholders of the implications of any changes.
- Ensuring the organisation meets its statutory and compliance requirements e.g. Charity Commission Filings, etc.
- 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.
- Forging key external relationships, for example with the Charity Commission and Privy Council.
- Coordinating any new subsidiary/branch openings or closures and supporting documentation required for same
- Supporting the Chief Governance Officer on ad hoc projects
- Any other ad hoc duties and responsibilities as may be assigned from time to time.

Experience and Qualifications:

- A background in corporate governance.
- Board and committee support experience
- Professional Governance Qualifications/Accreditation
- Financial Services and Not for Profit sector experience would be advantageous

Attitudes & Behaviours:

- A Team player with a can-do attitude and an ability to work independently and meet deadlines.
- 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.
- Calm and professional manner
- Personal and professional maturity.
- Commitment to continuous improvement and development.
- Resilience and the ability to prioritise and manage competing demands.

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

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
- 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.

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