

## Company Secretary

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

Salary: c.£ £35,000 to £40,000pa

depending on your skills and experience

Plus £7.5% company pension contribution

A travel allowance which has a minimum value of £2,500 per annum

The option to split your working week between working from home and in the London office, after probation  
Discretionary Bonus

We are looking for a candidate with governance experience to support the Chair, CISI Board and other Trustees.

This is a varied job where you will be:

- Arranging all aspects of the CISI Board meetings and the AGM
- Acting as Secretary to the Board's sub Committees
- Provide secretarial support to the Chair
- Undertaking Board related administration and liaising with internal and external stakeholders as required
- Assist the Chair with Board training and succession planning
- Arrange the Annual Hon Fellows lunch, with the Events team, and the administration of the awarding of Hon Fellowship.
- Liaising with Companies House, Charity Commission and other external parties as needed to ensure compliance with statutory and governance requirements.

The following skills and experience are required which you may have gained through voluntary activities or paid employment:

- Previous relevant experience
- Governance experience (academic qualification and/or professional)
- Experience of arranging meetings, events, lunches, and diary arrangements, and taking minutes
- Able to maintain confidentiality, work independently and professionally
- Excellent interpersonal skills
- Experience of working with a range of stakeholders
- An understanding of the City of London (eg its Institutions and geography)

**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
- 27 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation which has a minimum value of £2,500 per annum

- The option to split your working week between working from home and in the London office after passing probation
- After one year's service, private medical insurance cover, and annual travel insurance cover

**Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at [HR@cisi.org](mailto:HR@cisi.org)**

*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)