CPD Audit Executive

Based in the City of London and remotely.
Salary £28,000 to £31,000 pa depending on experience
Plus £7.5% company pension contribution
The option to split your working week between working from home and in the London office after probation
Discretionary Bonus

We are looking for an enthusiastic individual, with an exceptional eye for detail, to join our friendly CPD Audit department.

CPD stands for Continuing Professional Development, where our members continue to learn and develop their knowledge and skills whilst working. Members record their CPD on our system and are awarded a certificate each year to show they have met the requirements.

You will be responsible for:

• Checking and maintaining member’s CPD records to ensure data accuracy.
• Responding to members’ queries and giving guidance on the CPD scheme, CPD auditing, and membership policies.
• Delivering a high standard of customer service to our members.
• Preparing statistics and management information.

We are looking for a candidate with:

• 2 + years’ experience in an administrative role involving customer service
• A minimum of GCSE grades A-C / 5-9 in English and Maths or equivalent
• Strong planning and organisational skills
• Excellent time management skills and experience working to strict deadlines
• IT skills – word, excel, and familiarity with databases
• An excellent standard of written and oral communication
• An eye for detail and accuracy
• The ability to work independently and take ownership of your work.
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
- Travel & London office allowance after passing probation
- 26 days leave per annum (which includes three days at Christmas)
- 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 and availability to jobs@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