



## **Examinations Manager**

(Contract role to cover maternity leave – 12 months)

Salary £32,000 to £37,000 per annum depending on skills and experience

Plus £7.5% company pension contribution

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

The option to split your working week between working from home and in the London office

Discretionary Bonus

Are you working in a job with an editorial, archival, legal, governance or research emphasis, or in financial services? Do you have a background in an Awarding Body or similar education environment?

We are looking for an Examinations Manager to manage qualification development and maintenance for computer based and narrative examinations.

You will be:

- responsible for test publication, ensuring that tests are constructed and published according to deadlines.
- assisting with the identification of appropriate panel members and examiners and managing the panels to the point of exam go-live.
- acting as the point of contact for Business Development on any assessment related queries.
- managing the website pages and communications related to designated exam subjects during their development.
- Working with translation agencies to manage the translation of new examinations.
- liaising with the Head of Qualifications Management on any regulatory implications of new examinations.

We are looking for a candidate with:

- Analytical skills – the ability to review documentation and numbers to solve problems and recognise trends
- Strong planning and organisational skills, and the ability to prioritise and take ownership of a portfolio of qualifications
- Evidence of the ability to review detailed information from multiple sources to ensure that assessments are accurate and up to date
- Excellent time management skills, and ability to work independently to strict deadlines
- IT skills – word, excel, and familiarity with databases and experience of working with one or more reporting tools

- A liking for concentrated, individual work that requires systematic attention to detail
- An excellent standard of written English
- Knowledge of, or willingness to learn about the statistics used to evaluate qualifications
- Good interpersonal skills; you will need to feel comfortable leading meetings of industry specialists

You will also have:

- A degree level education
- 2+ years of relevant work experience
- ideally the work experience has been within an awarding body

**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
- 26 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

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

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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)