



Team Assistant (Part-Time) – Marketing and Communications

(Part-time role – 14 hours a week)

Based in the City of London

Salary £8,200 - £9,200 per annum, depending on experience

(Full-time equivalent salary £20,500 - £23,000 per annum)

Plus £7.5% company pension contribution

Travel allowance after probation

Required in office: Tuesdays and Thursdays 10 am – 4pm

(Flexible working available outside of these core hours)

Discretionary Bonus

We are looking for a bright and smart individual who would like to support our busy creative team. Someone who uses their initiative, who is a problem solver, good with spreadsheets, able to understand and manipulate data and who would thrive in a fast paced, highly productive, international marketing and communications department.

No two days would be the same, with a mix of activities from sourcing branded merchandise, obtaining quotes, setting up meetings, packing for and attending onsite events, through to raising credit card requests, methodical finance checks and tracking expenditure. You'll be supporting our marketing, communications, film and video, branding, design, web, media and publishing experts to achieve first class campaigns for financial services professionals.

Based in 20 Fenchurch Street (the 'walkie talkie' building) in the heart of the square mile, this role will be office based 10am to 4pm on Tuesdays and Thursdays, with the option to either work 9am to 5pm in the office or to complete the remaining hours from home.

This role would be ideal for someone with previous administrative experience, perhaps a returner, looking for a new challenge, with a friendly team, on a part time basis.

You will have:

- Minimum of two years of administrative experience
- Ability to use Microsoft Excel to an intermediate level
- Confidence to obtain quotes from a wide range of suppliers internationally
- Organisational skills

You may also have:

- Skills with data and reports
- Experience of supporting a team or senior postholder

- Experience of working in an international environment

We offer a remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange.
- 9 days pro-rata leave per annum (full time equivalent 23 days a year, plus pro-rata bank holidays and the Institute closes for three days between Christmas and New Year.
- Travel allowance scheme after probation.
- Life insurance and income protection insurance
- Sports club allowance
- After one year's service, private medical insurance cover (pro rata entitlement for part-time employees)

Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at 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