

# Qualifications and Learning Resources Administrator

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

**One year contract**

Salary: c.£25,500pa to £28,000pa, depending on your skills

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

Discretionary Bonus

Are you looking for an interesting job where you can use your interpersonal, analytical and organisational skills?

You will be:

- Assisting the Scheduling & Administration Manager with translation requirements. This will include generating and preparing content exports, imports and reviewing preparation.
- Responsible for the translation requirements for exam syllabi.
- Assisting the Scheduling and Administration Manager with the post results process. This will include preparation and logging of the Marks Reports, Clerical Checks and Review of Marks, to liaise with the relevant Qualification Managers and Customer support team at various stages and ensuring responses are sent out within the published timelines.
- Assisting with Qualifications and Exam Eligibility inbox general queries and processing applications.
- Assisting the Learning Resources team by creating new schedules for workbook and digital productions and organising workbook dispatches to the British Library.
- Assisting and providing support to the Learning Resources team with administrative processes and duties, including updating the candidate feedback report and booking meetings.
- Assisting the Learning Resources team to create pdfs of workbooks and preparing digital files for authors and reviewers.
- To carry out other appropriate duties at the request of the line manager

Full training will be given to the successful candidate.

The following skills and experience are required:

- Strong organisation and time management skills, with the ability to prioritise your own workload and work independently.
- Good interpersonal skills; you will be liaising with external stakeholders and candidates at all levels.
- Judgement skills – the ability to review documentation against relevant criteria and make a judgment on whether the criteria have been met.
- Good grammar, spelling, drafting and writing ability.
- Strong IT skills – word, excel, and familiarity with databases.
- Attention to detail and able to work to deadlines.
- As a minimum, A level or level 3 qualification or equivalent level of education.
- 18 + months' experience in a professional role involving administration

**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
- 26 days leave per annum (which includes the institute closing for three days between Christmas and New Year).
- 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.*

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)