



Senior In-House Legal Advisor

Part-time: 3 days per week

Based in the City of London and remotely

Hybrid working arrangements (1-2 days per week in the office)

We are seeking an experienced and highly skilled Legal Advisor to join our team on a part-time basis. The successful candidate will provide strategic legal advice and support to the organisation, ensuring compliance with all relevant laws and regulations.

Key Responsibilities:

- Provide expert legal advice to the Board of Directors, Executive Committee, and senior management on a wide range of legal matters.
- Oversee all legal aspects of CISI's operations, including contract negotiations, regulatory compliance, and risk management.
- Manage relationships with external legal counsel when additional expertise or resources are required.
- Develop and implement legal strategies to support CISI's business objectives and protect its interests.
- Ensure compliance with all relevant laws, regulations, and industry standards in the financial services sector.
- Review and draft a variety of legal documents, including contracts, agreements, and policy documents.
- Provide guidance on corporate governance matters and assist in maintaining proper corporate records.
- Collaborate with other departments to address legal issues and manage risk across the organisation.
- Stay informed about changes in relevant laws and regulations and advise on their impact on CISI's operations.
- Represent CISI in legal proceedings and negotiations as required.

Qualifications:

- Qualified solicitor with current practicing certificate in England and Wales
- Around 7 years PQE with at least 5 years in a senior in-house legal role
- Strong background in financial services regulation, not for profit sector and compliance
- Excellent knowledge of charity law, corporate, commercial law and employment law
- Experience in data protection and intellectual property law
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work independently and manage multiple priorities

Desired Skills:

- Experience working with professional bodies or membership organisations
- Familiarity with charity law and governance
- Knowledge of international legal frameworks relevant to financial services / the not for profit sector

Please send your CV, salary expectation and availability to HR at jobs@cisi.org

Candidate Adjustments

At CISI we encourage applications from a neurodiverse workforce so please do reach out to HR@cisi.org to discuss reasonable adjustments if required.

Our London office is open plan with agile desk booking; however, we are able to arrange reasonable adjustments for candidates that require a fixed working space.

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