



Trainee Production Executive

Salary £25,000-£26,000 pa, depending on your skills and experience
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,
after probation
Discretionary Bonus

We are looking for someone to work on our range of workbooks and digital products that we sell across the world, in our office in London, who is enthusiastic and friendly.

You will, after training be responsible for:

- updating our range of study materials in digital and hard copy formats
- taking ownership of a number of workbook titles, ensuring they are published on time
- Liaising with qualifications managers, authors, reviewers, freelance specialists and proofreaders to ensure new and updated workbook and examination content is accurate and relevant.
- maintaining the production schedule, which will involve commissioning freelancers, formatting and updating content and ensuring the products are released by the publication date
- checking of workbooks and digital products errors prior to publication

We require:

- A degree or equivalent, ideally in English
- An eye for detail
- Good communication skills, oral and written
- Excellent attention to detail
- A flexible attitude, able to take ownership of your work and work to deadlines
- IT skills - Microsoft packages, e.g. Word

The following would be an advantage, but is not essential:

- Knowledge of Adobe Indesign or other Adobe software

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 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
- After one year's service, private medical insurance cover, and annual travel insurance cover

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