



## Chief Governance Officer

**Based in the City of London and remotely by arrangement  
A competitive package is offered, reflective of the experience and skills required for this new role**

We are looking for a candidate with significant corporate and financial services sector governance experience to support the Chair, the CISI's Board of Trustees and Members to develop our new Governance Unit at the CISI – reflecting best practice in corporate governance and culture.

The CISI is a Chartered membership body and charity created over 30 years ago out of the London Stock Exchange. Our reach is now global with membership and partnerships in many countries around the world.

This is a varied and exciting role in which you will lead a small team of people in a newly-established Governance Unit. The Chief Governance Officer is an important and influential role and we are seeking an experienced and intuitive leader with maturity of judgement and an authoritative personal style. In addition, you must understand and be comfortable with the principles and legal foundations of good governance, as well as being adept at handling complexity. You will be directly responsible for:

- Ensuring that the CISI's Values are at the heart of all decisions made by the Board, the Executive Committee and the Senior Leadership Team.
- Providing the highest levels of Board oversight, including planning, and delivering all aspects of the CISI Board meetings and the AGM.
- Defining, setting and evolving all relevant governance policies and procedures, including the revisions to the Governance Handbook.
- Acting as Secretary to the Board's sub-Committees – Audit and Risk and the new People and Remuneration Committee, which incorporates the Nominations Committee.
- Undertaking Board related administration and liaising with the CISI's extensive range of internal and external stakeholders as required, for example the Charity Commission, the Privy Council, Companies House to ensure compliance with all statutory and governance requirements.
- Building links with the wider CISI's stakeholders, such as the National Advisory Councils (NACs) and overseas partners.
- Ensuring the effective running of the Board, supporting the Chair with Board training, evaluation and succession planning
- Identifying, anticipating and mitigating key governance risks by keeping up-to-date with all aspects of CISI's activities.

- Leading, developing and motivating a small new team
- Fostering productive and positive relationships between the Board and the Executive.
- Arranging the Annual Hon Fellows lunch, with the Events team, and the administration of the awarding of Hon Fellowship.

The following skills and experience are required:

- Outstanding record of achievement in, and experience of, Governance
- Ability to maintain confidentiality, work independently and professionally at all times
- Excellent interpersonal skills – resilience and pragmatism are needed alongside integrity and discretion and the ability to inspire and lead a growing team.
- Experience of working with a wide range of Regulators and other stakeholders
- An understanding of the City of London (e.g. its Institutions and geography)
- Demonstrable commitment to joining the CISI

**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
- 29 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation which has a 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 [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)