

Corporate Governance Analyst

REPORTS TO: HEAD OF IVIS

SALARY: £35,000

About the IA

The Investment Association (the IA) is the trade body for the UK investment management industry and our 250 members collectively manage over £9.1 trillion on behalf of clients in the UK and around the world and the investment management industry supports 124,800 jobs across the UK.

The IA champions the UK investment management industry, supporting savers, investors and businesses in the UK, across Europe, and around the world.

Our mission is to make investment better. Better for clients, so they achieve their financial goals. Better for companies, so they get the capital they need to grow. And better for the economy and society, so everyone prospers.

The money our members manage is in a wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. 84% of UK households now use the services of our members. The UK is the second largest investment management centre in the world, after the US and manages over a third (37%) of all assets managed in Europe.

The IA seeks to be a world-class, values-driven trade association committed to being at the forefront of industry innovation, supporting members' businesses, by delivering a positive policy and business environment for firms.

The Investment Association

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About the Role

Institutional Voting Information Service (IVIS) is one of the UK's leading providers of corporate governance research and is part of the IA.

IVIS conducts an assessment of the annual report and accounts of companies in the FTSE All Share and FTSE Fledgling Indices in line with the IA's guidelines, the UK Corporate Governance Code and other governance best practice. It issues reports to its clients which are aimed at facilitating the decision-making process of shareholders.

The candidate will join the team of six and will be responsible for producing corporate governance research on UK publicly listed companies as well as to engage with the IA's members and companies on various corporate governance matters.

Principle Responsibilities

- Produce high quality, concise IVIS reports on corporate governance, remuneration and environmental and social issues
- Answer investor queries about reports and extract additional information from the company where relevant
- Deliver high customer service to subscribers
- Aid with board-level company engagement and the remuneration consultation process
- Build relationships with stakeholders including IA members, IVIS subscribers, corporate advisers and companies
- Liaise with and assist other colleagues in the IA on relevant stewardship, corporate governance and capital markets issues where appropriate

Skills and Attributes

The ideal candidate would meet the following criteria:

- Evidence of interest in, or knowledge of, governance and responsible investment issues (such as a related degree, or relevant work experience)
- Ability to analyse a large amount of complex information to create a concise summary
- Excellent written and oral command of English
- Be self-motivated, take ownership of issues and have the ability to work under pressure to tight deadlines
- The ability to work collaboratively within a small team and to contribute to the wider work of the IA. A premium is placed on an open and friendly personality
- Computer literacy: word processing, database and spreadsheet packages

This job description describes (but does not limit) the main duties and responsibilities of the job. These are subject to variation by the IA as is necessary to respond to changes, both internal and external, which the Association experiences.

We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.