



**FULLTIME & PERMANENT POSITION**  
 Please send CV & cover letter to [recruitment@galvmed.org](mailto:recruitment@galvmed.org)  
**CLOSING DATE FOR APPLICATIONS: 26<sup>th</sup> May 2026**

<b>JOB DESCRIPTION</b>
<b>JOB TITLE &amp; DEPARTMENT:</b> <b>Corporate Services Manager</b> Corporate Services
<b>LOCATION:</b> Edinburgh, United Kingdom
<b>SALARY</b> Between £40,000 - £43,000 per annum
<b>REPORTING LINE &amp; KEY INTERFACES:</b> <b>Reports to:</b> Senior Director, Corporate Services & Finance <b>Key Interfaces:</b> Governance participants (Members, Observers, Committees), GALVmed Leadership Team (GLT), Senior Manager Portfolio, Head of Finance, Head of Legal Affairs, Professional advisors (Insurance, Internal Auditors, Lawyers & Accountants) and Statutory bodies.
<b>MAIN PURPOSE AND SCOPE OF THE JOB</b> Main point of contact and support for organisational corporate compliance and the efficient and effective management of Corporate Services activities including Members governance admin activities, Insurance compliance and renewals, Indian Liaison Office (ILO) compliance, and supporting portfolio compliance activities.
<b>KEY ACTIVITIES</b> <b>Corporate Services</b> <ul style="list-style-type: none"> <li>• Lead the drafting, monitoring, implementation, and regular review of Corporate Services and IT policies.</li> <li>• Act as the primary point of contact for all insurance matters, including compliance, administration, renewals, claims, travel insurance, and ad hoc queries.</li> <li>• Ensure full compliance with ILO statutory requirements and other countries (e.g. Kenya) compliance as required.</li> </ul> <b>Governance</b> <ul style="list-style-type: none"> <li>• Ensure governance activities (Members and FRC), are undertaken efficiently and effectively and prepare minutes of meetings (May involve some international travel).</li> <li>• Collate completed Conflicts of Interest &amp; Confidentiality forms and summarise data for the Register, circulating it for meeting reports.</li> </ul> <b>Finance &amp; Audit (Internal)</b> <ul style="list-style-type: none"> <li>• Be the primary contact with BDO (Internal Auditors) and prepare, collate and provide all necessary requests for information.</li> <li>• Review payments - Cheque signatory, authorised signatory and approval of certain invoices to delegated authority level.</li> </ul> <b>Due Diligence</b> <ul style="list-style-type: none"> <li>• Support the Head of Legal Affairs by reviewing due diligence documentation from a corporate services and finance point of view to ensure risks (financial and/or reputational) are duly highlighted.</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>• Support staff and ensure the function’s activities are delivered to the highest standard whilst optimising available resource utilisation.</li> <li>• Support the Senior Director, Corporate Services &amp; Finance.</li> </ul>

**QUALIFICATIONS / EXPERIENCE REQUIRED (IN ORDER TO SUCCESSFULLY CARRY OUT THE JOB ROLE)**

- A degree in a relevant field such as Business Administration, or Policy and Business Compliance.
- Experience of working in the charity sector (desirable).
- Experience of developing and maintaining policies.
- Experience managing compliance frameworks across multiple jurisdictions.
- Experience handling insurance claims and renewals.
- Experience of governance responsibilities & senior team interaction.
- Experience supporting internal or external audits.
- Strong written and verbal communication skills, with the ability to communicate complex corporate situations.
- Excel literate to a detailed level plus experience of other MS Office programmes and report writing.