STEWARTS

Job description

Job title:	Information Security Manager
Reporting to:	Chief Information Officer
Department:	IT
Supervisor to:	Information Security Analyst & IT Operations Analyst
Location:	London
Purpose of role:	To manage the firm's information security function, ensuring the protection of assets, managing risk, and driving continuous improvement in security posture.
Hours:	Monday to Friday, permanent, full time (9am – 5.30pm).
Reviewed:	November 2025

Job responsibilities:

Leadership & Strategy

- Develop and deliver the firm's information security strategy and roadmap.
- Provide subject matter expertise and guidance on information security to partners and staff.
- Lead and mentor a small team, fostering professional growth and development.
- Lead the implementation and ongoing management of ISO 27001, including policy and control implementation and stakeholder engagement.

Risk Management & Governance

- Own the information security risk management process, including risk assessment, and risk / information asset register maintenance.
- Lead the development, implementation, and review of security policies, standards, and procedures.
- Ensure compliance with ISO 27001 and Cyber Essentials Plus
- Oversee third-party risk management, including onboarding/offboarding and ongoing due diligence.
- Coordinate and respond to client audits and assurance activities.
- Maintain awareness of the current cyber-risk landscape for the firm and factor into the annual strategic cyber-plan.

Security Operations

- Own and manage the relationship with the firm's Managed Security Operations Centre (SOC), acting as the primary point of contact, ensuring service levels are met, and coordinating incident response.

- Oversee operational security including server and endpoint protection, M365 security, identity and access management, vulnerability assessments, patching, and system hardening.
- Manage security monitoring activities and support business continuity and disaster recovery initiatives.
- Monitor emerging threats advising the business on risk and required actions.
- Renew the firm's Cyber Essentials Plus certification on an annual basis.

Security Projects

- Lead the delivery of security projects, ensuring they are completed on time, within scope, and aligned with the firm's strategic objectives.
- Collaborate with project managers and business stakeholders to integrate security requirements into both IT and non-IT projects ensuring Secure by Design principles are embedded from the outset.
- Work with cross-functional teams to identify, assess, and mitigate security risks in business initiatives.

Stakeholder Engagement & Communication

- Act as the primary point of contact for information security matters across the business.
- Develop and deliver security awareness training for partners and staff.
- Represent the firm in external security forums and with clients as required.
- Prepare quarterly info. sec. management reports for the CIO and Executive Committee.

Key Skills and Experience

- Extensive experience in information security management, ideally within professional services environments.
- Proven management capabilities, including team management and effective stakeholder engagement.
- Hands-on expertise in ISO 27001 implementation and certification, from development through to successful audit.
- Experience of successfully completing Cyber Essentials Plus audits and a solid understanding of UK GDPR requirements.
- Demonstrated ability to manage third-party security relationships.
- Strategic, pragmatic, and business-aligned approach to security risk management and decision-making.
- Highly desirable certifications such as CISM, CISSP, or ISO 27001 Lead Implementer.

Broad Technical Proficiency Across:

- Endpoint Security: EDR solutions and endpoint management platforms.
- Microsoft 365 / Entra ID: Identity protection, Conditional Access, MFA, and Privileged Identity Management (PIM).
- Security Monitoring & Operations: SIEM platforms and SOC processes.
- Network Security: Firewalls, web application firewalls, and VPN technologies.
- Encryption: PKI and data encryption for both data at rest and in transit.

- Email Security: Mimecast and Exchange Online, Tessian plus SPF/DKIM/DMARC configuration.
- Backup and Recovery Systems: On-premise and Cloud backup solutions
- Experience of project management disciplines (eg: Prince2, Agile) are desirable.

General skills:

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player
- Reflects the firm's culture.