### Description of the Divisions:

On behalf of our member firms, AFME's Credit, Covered Bonds & Primary Dealers Divisions promote the European cash fixed income markets, monitor and analyse new developments in regulations, policy and market structure. The Divisions have regular, frequent and constructive dialogue with legislators, policymakers, central banks and other officials across the EU, particularly in Brussels and London.

In all three divisions AFME staff work to address market issues by facilitating consultation with key market participants, including the European Central Bank, the European Commission, investor groups, trading platforms, and in the case of the Primary Dealers Division, the European Debt Management Offices (DMOs). All three Divisions aim to build consensus within the industry and act as a bridge between financial market participants and policymakers.

### Description of the Role:

The London office of the Association for Financial Markets in Europe (AFME) is seeking a qualified candidate to serve in a professional capacity as an Associate within the Credit, Covered Bonds & Primary Dealers Divisions. This position affords the candidate an opportunity to work closely with senior individuals at leading investment banks in the European markets, and to help shape policy in these three fixed income areas. It is an opportunity to work at the cutting edge of regulatory and market developments whilst keeping in close contact with business developments.

The objectives of the Credit, Covered Bonds and Primary Dealers Divisions include:

- Promoting an efficient European cash fixed income market
- Monitoring new developments in regulations, policy and market structure
- Helping to develop market policy and best practice and facilitating consultation with key market participants
- Building relationships with members and regulators

### Key accountabilities

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<tr>
<th>Work Areas</th>
<th>Key activities / Decision areas</th>
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<td>Working closely with and supporting the Director of the Credit, Covered Bonds and Primary Dealers Divisions, responsibilities comprise:</td>
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<td>- Monitoring new and existing regulatory proposals as they relate to the fixed income market</td>
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<td>- Analysing new regulatory proposals at global, EU and (in some cases) national level</td>
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<td>- Assisting members to understand the implications of new regulatory proposals and in some instances supporting the work of new industry proposals</td>
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<td>- Responding to consultations arising from regulatory proposals</td>
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<td>- Taking ownership of small working groups under the guidance of the Director</td>
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• Providing a forum for members to discuss issues of common interest
• Preparing minutes of committee and policymaker meetings and briefing materials, and participating in outreach activities with regulators and policymakers
• Collaborating with AFME colleagues in other divisions
• Interacting and building relationships with key members
• Proactive outreach and in-person networking with external groups in order to build relationships with the end user community, both directly and via other trade bodies, for example: ISDA, ICMA, GFMA, SIFMA, ASIFMA and others

Main Contacts (external and internal)

Contact Groups: Members, Fixed Income Team, Advocacy Team and Research resources (internal)

Purpose:
• Maintain close monitoring of legislative and regulatory process and upcoming initiatives
• Build strong relationships with global regulators in addition to members
• Ensure AFME is the “go to” Association on a range of topics for members and the broader fixed income community

Staff specification

Key competencies

Essential:
• Personal organisational skills with the ability to be proactive in managing own workload
• Ability to run concurrent projects, delivering to deadlines
• Knowledge of the financial markets
• Good judgment and diplomacy in managing both members’ requests and expectations, and relationships with regulators
• Communication skills to deliver key messages in a clear, articulate and convincing manner, in both written and verbal form
• Ability to work as part of a team supporting the Director of the Divisions, as directed
• Ability to work to tight deadlines in a pressured environment

Knowledge skills and experience

Essential:
• A technical understanding of the key principles of cash fixed income products (bonds)
• Educated to degree level (Bachelor or above)
• Experience of working in capital markets
• Excellent writing skills with the ability to produce high quality minutes of meetings and briefing notes
• Attention to detail
• Strong organisational skills
• Team player
• Intellectually curious
• Proactive and solution oriented

Desirable:
• Fluency in a continental European language
• Previous experience in regulatory analysis
About us

The Association for Financial Markets in Europe (AFME) represents a broad array of European and global participants in the wholesale financial markets. Its members comprise pan-EU and global banks as well as key regional banks, brokers, law firms, investors and other financial market participants. We advocate stable, competitive, sustainable European financial markets that support economic growth and benefit society.


For more information please visit the AFME website, [www.afme.eu](http://www.afme.eu) or follow us on Twitter: [@news_from_afme](https://twitter.com/news_from_afme)