

Post Trade Division Manager

Job Summary:

The Association for Financial Markets in Europe (AFME), a Trade Association representing the interests of leading financial institutions, is seeking a Manager in AFME's Post Trade Division, to help shape policy in the Post Trade regulatory arena and cover developments in Post Trade market infrastructures.

Job Description:

Please include a covering letter with your submission.

The London office of the Association for Financial Markets in Europe (AFME) is seeking a full-time Manager to work within the Post Trade Division. This position offers the candidate an opportunity to work closely with senior individuals at leading investment banks, global custodians and banks active in wealth management in the European Post Trade area to help shape policy and develop solutions in a challenging financial market environment. It is an opportunity to work at the cutting edge of regulatory and market developments whilst still keeping in close contact with the industry.

Description of Position

The candidate will be responsible for supporting AFME's current initiatives and projects in the European Post Trade area. The successful candidate will:

- have direct contact with members
- take responsibility for working groups and task forces on specific topics
- support senior team members in their responsibility for committees
- be responsible for researching and analysing issues affecting post trade
- provide assistance to other AFME divisions, including the policy and advocacy and the communications divisions listed below as well as the AFME events and conference staff as needed
- support communications between members, regulators and legislators and the media
- preparation for meetings including agendas, meeting minutes, background materials, presentations, project summaries and related information.

This position requires significant direct contact and interaction with AFME's professional and administrative support staff.

Key Qualifications:

- at least 2-4 years professional work experience in a financial services capital markets organisation
- a bachelor's or advanced professional degree
- specific experience in financial services market infrastructure or operations is essential
- excellent interpersonal, communications and writing skills
- strong self-motivation, intellectual curiosity, sharp intellect and high levels of energy
- a keen interest in initiating change
- analytical and personal organisational skills
- the ability to function effectively in a challenging, fast-paced and professional team environment
- fluency in oral and written English is required and additional language skills would be desirable
- an EU passport or UK work permit is required.

The position is located in London and is open with immediate effect.

About the Post Trade Division

With the prime objective of a single integrated post trade process for securities transactions in Europe, the AFME Post Trade Division acts as an agent for change providing solutions in the clearing, settlement and custody space to reduce costs and risks to market participants. It represents the views and positions of its members towards market infrastructure providers and public policy makers at both European and national levels. The Division is comprised of a Board which sets the priorities for six Committees that focus on Strategy, Clearing, Settlement, Custody, Legal and Tax issues. The work of the Division is supported by three AFME staff.

About AFME

- AFME represents the shared interests of a broad range of global and European participants in the wholesale financial markets.
- Our Policy and Advocacy Section brings together a group of knowledgeable professionals to communicate the industry perspective to regulators, policy makers and the general public.
- Our Capital Markets Division supports the commercial activities of our members by engaging with public policy makers on the development of regulation and through industry initiatives, related to market standardisation, and good practice in a particular business area or product line. Divisions within the Capital Markets Section include Equities (Equities Trading and Prime Brokerage), Credit, Covered Bond Dealers, Rates (Government Bonds), Securitisation, Leverage Finance/High Yield, Corporate Finance and Equity Capital Markets.
- AFME is an independent member of GFMA (Global Financial Markets Association), a global network that coordinates the activities of AFME, the Securities Industry and Financial Markets Association (SIFMA), and the Asian Securities Industry and Financial Markets Association (ASIFMA).