

ROLE TITLE: Manager, Policy	REPORTS TO: Co-Heads of Policy Division
DIVISION: Policy	
<p>ROLE PURPOSE:</p> <p>The Association for Financial Markets in Europe (AFME) is seeking a Manager to work in the Policy team. The position offers the candidate an opportunity to work closely with senior individuals at leading investment banks in the European markets to work on current developments and to help influence/shape policy in probably the most challenging financial market environment in a generation.</p> <p>You will assist in establishing and running committees and working groups comprised of subject matter experts appointed by our member firms, and drive cross-industry collaboration around a range of Policy themes.</p> <p>Within AFME you can expect to collaborate, where their agenda overlaps into the Policy arena, with teams from our other Divisions: these include FX, Technology and Operations, Equities, Fixed Income, High Yield, Prudential Regulation, and Post-Trade.</p> <p>You can also expect to work closely with our Media, Events and Advocacy teams, public policy professionals at our member firms, representatives from European institutions and regulators, and representatives from other trade associations including AFME’s sister associations SIFMA and ASIFMA based in New York and Hong Kong, respectively as well as other industry associations.</p>	

Key Accountabilities	Key Activities / Decision areas
Accountable for work on current developments in accounting policy, in conjunction with members of relevant committees and working groups	<p>The Accounting Committee comprises senior accounting policy representatives from our member firms, and represents members' views on the development and implementation of International Financial Reporting Standards (IFRS).</p> <p>Primary responsibilities:</p> <ul style="list-style-type: none"> Analysing new accounting proposals from the IASB, the European Commission, the EBA, EFRAG, Basel and other relevant authorities Facilitating discussion with members, gathering relevant evidence Preparing written responses to consultations, in conjunction with members Coordinating with our Brussels based Advocacy team Interacting with our counterparts at other European and global trade bodies Monitoring developments in US GAAP and convergence with IFRS Taking forward relevant work on other related areas, in particular auditing, internal audit, and product control
Accountable for work on current developments in tax policy, in conjunction with members of relevant committees and working groups	<p>The Tax Committee and the VAT Committee comprise senior tax policy representatives from our members. The Committees analyse and communicate the impact of proposed legislation, and have regular and constructive dialogue with legislators and policymakers in pursuit of tax regimes that deliver fair, orderly and efficient markets across the EU.</p> <p>Primary responsibilities:</p> <ul style="list-style-type: none"> Analysing new tax proposals at global, EU and national level and seeking clarification of adopted tax measures

	<ul style="list-style-type: none"> • Facilitating discussion with members, gathering relevant evidence • Preparing written responses to consultations, in conjunction with members • Coordinating with our Brussels based Advocacy team • Working on global issues with colleagues at our US, Asia and global affiliates; SIFMA, ASIFMA and GFMA • Interacting with our counterparts at other European trade associations • Taking forward work on particular current topics through working groups, coordinating with colleagues in other AFME divisions where there are crossovers with wider regulatory or market issues
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Main contacts (external and internal)

Contact group	Frequency	Purpose
<ul style="list-style-type: none"> • Advocacy team (Brussels) • Members • Regulators 	<ul style="list-style-type: none"> • Weekly • Daily/Weekly • Ad-hoc 	<ul style="list-style-type: none"> • Preparation of advocacy materials • Participating in member meetings • Contact point for key meetings and regulatory responses

Person specification

Essential:

- Strong intellect with the ability to analyse proposals and articulate the key issues facing our members
- Ability to communicate clearly with people across different organisations and geographies
- Ability to prepare high quality drafts for internal and external stakeholders
- Organisational skills for member committees and working groups, including being proactive in managing own workload and prioritising tasks
- Attention to detail
- Excellent written and spoken English
- ACA or equivalent Accounting qualification
- 0-3 years Post-Qualified Experience in accounting or financial markets, whether in industry, consultancy, or a regulatory body

Desirable:

- Additional European languages would be an advantage
- Some experience in wider regulatory policy

If you would like to apply for this position, please submit your CV and cover letter to careers@afme.eu.

About AFME

AFME is the voice of Europe's wholesale financial markets, providing expertise across a broad range of regulatory and capital markets issues. We advocate for deep and integrated European capital markets which serve the needs of companies and investors, supporting economic growth and benefitting society. We aim to act as a bridge between market participants and policy makers across Europe, drawing on our strong and long-standing relationships, our technical knowledge and fact-based work. For more information please visit the AFME website, www.afme.eu or follow us on Twitter: [@AFME_EU](https://twitter.com/AFME_EU)