

Job title: Manager, Post Trade/Prime Services	Reports to: Stephen Burton/Gary Simmons
Division: Post Trade/Prime Services	
Description and objectives of the Divisions	
<p>The Post Trade Division seeks to:</p> <ul style="list-style-type: none"> • achieve harmonisation, standardisation and consolidation through best practice and regulation; • provide clearing, settlement and custody solutions to reduce costs and risks of market participants, the division’s work covers the operational, legal, tax, and regulatory aspects of post-trading <p>The Prime Services Division seeks to:</p> <ul style="list-style-type: none"> • develop relationships with policymakers and regulators to enhance understanding of the prime services business and constructively shape the policy environment. <p>Key stakeholders for both divisions include the European Commission, European Central Bank and ESMA.</p> <p>Role purpose:</p> <p>AFME is seeking a full-time Manager to provide support to the Post Trade and Prime Services Divisions and their members. The role will involve supporting AFME engagement with member firms, preparing for Committees and Working Groups, reviewing regulation and assisting in drafting responses.</p>	

Key accountabilities	Key activities / Decision areas
Post Trade Support	<ul style="list-style-type: none"> • Supporting AFME’s current initiatives and projects in the European Post Trade area • Support senior team members in their responsibilities for committees and working groups (including preparation and coordination of meetings and taking minutes) • Researching and analysing legal, regulatory and commercial issues affecting post trade • Helping to draft regulatory consultation responses, position papers and AFME industry reports • Supporting communications and engagement between AFME and members of the Post Trade division, regulators, legislators and the media • Providing relevant assistance to other AFME Divisions, including the policy and advocacy areas, as well as the AFME events and conference staff, as needed
Prime Services Support	<ul style="list-style-type: none"> • Supporting AFME’s current initiatives and projects in the European Prime Services area • Coordination of Prime Services division committee and working group meetings, including preparation of agendas, minutes and follow-up

	<ul style="list-style-type: none"> • Researching and analysing legal, regulatory and commercial issues affecting the European prime services industry • Assisting with researching and drafting notes, regulatory or policy initiative responses, position papers and industry or other reports • Supporting communications and engagement between AFME and members of the Prime Services Division, regulators, legislators and the media • Providing relevant assistance to other AFME Divisions, including the compliance, post-trade, policy and advocacy areas, as well as the AFME events and conference staff, as needed
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Main contacts (external and internal)		
Contact group	Frequency	Purpose
<ul style="list-style-type: none"> • Managing Director, Post Trade 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Line Management
<ul style="list-style-type: none"> • Managing Director, Prime Services 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Line Management
<ul style="list-style-type: none"> • Advocacy team (Brussels) 	<ul style="list-style-type: none"> • On a regular basis 	<ul style="list-style-type: none"> • Coordination of advocacy positions, work and meetings
<ul style="list-style-type: none"> • Members 	<ul style="list-style-type: none"> • On a regular basis 	<ul style="list-style-type: none"> • Coordination of member engagement and advocacy support
<ul style="list-style-type: none"> • Regulators/policymakers 	<ul style="list-style-type: none"> • On a regular basis 	<ul style="list-style-type: none"> • Respond to enquiries, draft regulatory responses and position papers, attend meetings and calls with regulators and policymakers
<ul style="list-style-type: none"> • Financial Press 	<ul style="list-style-type: none"> • Periodic-regular basis 	<ul style="list-style-type: none"> • Engage in press interviews and respond to press inquiries

Person specification
<p>Key competencies</p> <p>Essential:</p> <ul style="list-style-type: none"> • Strong self-motivation, intellectual curiosity, sharp intellect and high levels of energy • Well-developed oral and written communication skills • Analytical and organisational expertise • Ability to function effectively in a challenging, fast-paced and professional team environment • Fluency in oral and written English

Desirable:

- Keen interest in initiating change
- Experienced in the use of all standard computer applications

Knowledge skills and experience

Essential:

- Bachelor's or advanced professional degree, preferably in an area related to financial services (including regulation of such market)
- 2-5 years professional work experience in a financial services capital markets organisation

Highly desirable:

- Additional (European) language skills
- Familiarity with the EU law making process
- Direct experience in organising, arranging and/or executing transactions in the prime services/custodian product areas
- Experience and excellent understanding of the pan-European Post Trade ecosystem

If you would like to apply for this position, please submit your CV and Cover Letter to careers@afme.eu. A full job description can be found on the AFME website.

About us

The Association for Financial Markets in Europe (AFME) advocates for deep and integrated European capital markets which serve the needs of companies and investors, supporting economic growth and benefitting society.

AFME is the voice of all 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)