

Job title: Associate, Technology & Operations, Policy	Reports to: Director, Technology & Operations
Division: Technology & Operations, Policy	
<p>Role purpose:</p> <p>The Association for Financial Markets in Europe (AFME) is seeking to appoint a full time Associate within the divisions of Technology & Operations and Policy. 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 and shape policy.</p> <p>As an Associate, the role will cover several generic and project support aspects across the divisions and is intended to both develop subject matter expertise as well as involving the Associate in specific member-facing projects, as well as numerous other emerging issues and opportunities that face the capital markets industry.</p> <p>The Technology & Operations and Policy divisions comprises a number of the most senior operations, technology, compliance and policy leaders within the Capital Markets industry, and you will have the opportunity to work alongside them on strategic initiatives of shared interest to AFME’s members.</p> <p>You will support working groups comprised of subject matter experts appointed by our member firms, and drive cross-industry collaboration around common themes such as Fintech, Cybersecurity, Operational Efficiency, as well as topics covered by the Policy Division.</p> <p>Within AFME you can expect to partner, where their agenda overlaps into the technology and policy arena, with teams from our other divisions: these include FX, Equities, Fixed Income, High Yield, Prudential Regulation, Post-Trade and MiFID.</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.</p>	

Key accountabilities	Key activities / Decision areas
Policy and Advocacy	<ul style="list-style-type: none"> • Maintain close monitoring of legislative and regulatory developments • Support drafting and submission of regulatory and consultation responses • Assist in development of advocacy materials on key member issues
Meetings	<ul style="list-style-type: none"> • Assist in the preparation of agendas and materials for the Compliance and Technology & Operations committee meetings and associated working groups • Support the divisions in engaging members and running meetings and workshops • Prepare briefing materials and attend advocacy and member meetings • Attend and participate in key committee and working group meetings to build knowledge and relationships
Projects	<ul style="list-style-type: none"> • Assist in development of event agendas and production of speaking notes • Support ad hoc projects and reports
Research	<ul style="list-style-type: none"> • Monitor technology & operations and compliance related developments at the European, international and member state level and circulate emails to

	<ul style="list-style-type: none"> members updating them on key developments Own and deliver specific deliverables including policy positions and research papers
Team support	<ul style="list-style-type: none"> Attend team meetings, and as appropriate, contribute to the running and development of the divisions Develop relationships with members and assist with membership queries Develop relationships with other European trade associations Attend and report back from industry forum meetings

Main contacts (external and internal)		
Contact group	Frequency	Purpose
<ul style="list-style-type: none"> Technology & Operations Team 	<ul style="list-style-type: none"> Daily 	<ul style="list-style-type: none"> Prepare relevant working group and policy materials
<ul style="list-style-type: none"> Policy Team 	<ul style="list-style-type: none"> Daily 	<ul style="list-style-type: none"> Prepare relevant working group and policy materials
<ul style="list-style-type: none"> Members 	<ul style="list-style-type: none"> Daily 	<ul style="list-style-type: none"> Participate in member meetings
<ul style="list-style-type: none"> Advocacy team (Brussels and Frankfurt) 	<ul style="list-style-type: none"> Weekly 	<ul style="list-style-type: none"> Sharing relevant information and policy updates
<ul style="list-style-type: none"> Other AFME divisions (Post-Trade, Capital Markets) 	<ul style="list-style-type: none"> Weekly 	<ul style="list-style-type: none"> Coordinating the work of the division
<ul style="list-style-type: none"> Other Trade Associations (inc. GFMA, SIFMA, ASIFMA) 	<ul style="list-style-type: none"> Weekly 	<ul style="list-style-type: none"> Supporting specific projects or ad-hoc tasks

Person specification
<p>Key competencies</p> <ul style="list-style-type: none"> Able to work within a fast-paced environment Good time management and organisational ability Confident reviewing significant amounts of detail and providing analysis Able to gather requirements and draft high-quality written materials Multi-task, prioritise and manage own workload to deadlines Enthusiastic and intellectually curious to take on new activities and quickly build knowledge Ability to communicate effectively and succinctly by developing points of view Proactive and solution orientated Knowledge and interest of new technologies (Cloud, AI, Distributed Ledger) <p>Knowledge skills and experience</p> <p>Essential:</p> <ul style="list-style-type: none"> Excellent written and spoken English

- Good academic track record, with at least a 2.2 degree (ideally within political science, policy, business or economics)
- Advanced levels of IT proficiency in MS Word, PowerPoint and Excel
- Excellent analytical and report writing skills

Desirable:

- Knowledge and experience of financial markets
- Knowledge of current and emerging regulation in financial markets
- Second or third European language
- Experience of project management and delivery

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.

AFME is the European member of the Global Financial Markets Association (GFMA), a global alliance with the Securities Industry and Financial Markets Association (SIFMA) in the US, and the Asia Securities Industry and Financial Markets Association (ASIFMA) in Asia.

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