

<b>Job title:</b> Manager, Technology and Operations		<b>Reports to:</b> Managing Director, Technology & Operations	
<b>Division:</b> Global FX			
<b>Role purpose:</b>			
<p>The Association for Financial Markets in Europe (AFME) is seeking to appoint a full time Manager, Technology &amp; Operations to work with the Managing Director, Technology &amp; Operations and the members of our newly formed Technology and Operations Committee.</p> <p>The Technology &amp; Operations Committee comprises a number of the most senior operations and technology 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 assist in establishing and running working groups comprised of subject matter experts appointed by our member firms, and drive cross-industry collaboration around themes such as Fintech, cyber risk, industry utilities, and operational resolution, as well as numerous other emerging issues and opportunities that face the capital markets industry.</p> <p>Within AFME you can expect to collaborate, where their agenda overlaps into the technology and operations arena, with teams from our other Divisions: these include FX, Equities, Fixed Income, High Yield, Prudential Regulation, Post-Trade, Compliance, MiFID, Tax &amp; Accounting Policy, and Financial Crime.</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>			

<b>Key activities / Decision areas</b>	
<ul style="list-style-type: none"> <li>• Support industry working groups;</li> <li>• Draft consultation responses, industry standards, and advocacy plans;</li> <li>• Support communications and events strategies;</li> <li>• Coordinate governance activities for the Technology &amp; Operations Committee;</li> <li>• Support execution of advocacy campaigns;</li> <li>• Act as a bridge between members and stakeholders such as regulators, policy-makers, and vendors;</li> <li>• Support the development and delivery of conference materials;</li> <li>• Coordinate with existing AFME working groups and committees.</li> </ul>	

<b>Main contacts (external and internal)</b>		
<b>Contact group</b>	<b>Frequency</b>	<b>Purpose</b>
<ul style="list-style-type: none"> <li>▪ SMT Members</li> <li>▪ AFME/SIFMA/ASIFMA Individual committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Daily</li> <li>▪ Daily</li> </ul>	<ul style="list-style-type: none"> <li>• Day to day oversight of the Tech and Operations Committee</li> <li>• Maintain close monitoring of legislative and regulatory processes</li> <li>• Partner colleagues in other committees to ensure transparency and avoid duplication</li> </ul>

<ul style="list-style-type: none"> <li>▪ Other Trade Associations</li> <li>▪ Advocacy team</li> <li>▪ Communications teams</li> <li>▪ Members</li> <li>▪ Media</li> </ul>	<ul style="list-style-type: none"> <li>▪ Daily and Ad-hoc</li> <li>▪ Ad-hoc</li> <li>▪ Ad-hoc</li> <li>▪ Daily and Ad-hoc</li> <li>▪ Daily and Ad-hoc</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate AFME advocacy strategy, agree deliverables and exchange information</li> <li>• Build strong relationships with regulators</li> <li>• Manage relationships with external media</li> <li>• Ensure high quality Member relations and well informed activities</li> <li>• Define agendas and deliver against goals</li> <li>• Attend conferences and provide materials/comments for articles</li> </ul>
---	--	--

### Person specification

#### Key competencies

- Drive and leadership
- Consultative approach
- Commercial acumen
- Strong communication skills and ability to engage with diverse audiences
- Inclusive, persuasive, with the ability to influence
- Attention to detail
- Strong organisational skills
- Ability to prioritise workloads, to work independently and exercise good judgment
- Team player
- Intellectually curious
- Proactive and solution oriented

#### Knowledge skills and experience

- Knowledge and experience of financial markets and technology
- Consulting skills obtained from the consulting industry or a dedicated in-house consulting function
- Confident dealing with individuals at all organisational levels
- Track record of project delivery
- Capability to work on and finalise a number of projects concurrently
- Confident analysing at a detailed level and pulling back to the 'big picture'
- Educated to degree level (Bachelor or above)
- Working knowledge of another European language highly desirable

#### 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](http://www.afme.eu) or follow us on Twitter: [@news\\_from\\_afme](https://twitter.com/news_from_afme)