

Job title	Intern, Payments Policy
Reporting To	Manager, Payment Policy

About UK Finance

UK Finance is the collective voice for the banking and finance industry. Representing nearly 300 firms across the industry, we act to enhance competitiveness, support customers and facilitate innovation.

We work for and on behalf of our members to promote a safe, transparent and innovative banking and finance industry. We offer research, policy expertise, thought leadership and advocacy in support of our work. We provide a single voice for a diverse and competitive industry. Our operational activity enhances members' own services in situations where collective industry action adds value

Our purpose

To champion a thriving banking and finance industry, acting always in the best interests of consumers, businesses and wider society.

Our values

- Integrity:** We act transparently and ethically for the good of our members as well as their customers and wider society. We seek to enhance trust in the banking and finance industry.
- Excellence:** We lead from the front as a beacon of quality, inspiration and best practice.
- Leadership:** We are proactive and innovative in helping to shape tomorrow's banking and finance landscape

Job Purpose

Following the publication of UK Finance's Payments Futures report, and in light of the continuing transformation within the UK's payments landscape, UK Finance plays a key role in establishing the strategic direction of the UK payments industry. Handling initiatives such as the development of the New Payments Architecture, Open Banking and the development of Central Bank Digital Currencies; the role of the Payments Policy Intern will be to provide secretariat support and contribute to policy development to support these agendas including:

- Open Banking:
 - Following the CMA's order Retail Banking Market Investigation Order 2017, and its pending closure, UK Finance has continued work with members to assist the continued development of Open Banking to meet market needs.
 - The successful applicant will support the UK Finance team to deliver content and manage member meetings in order to gain content to develop a report identifying possible industry solutions.
 - During this role, the successful applicant will gain an understanding of the technical requirements of Open Banking, understand the wider policy

objectives of other Open Data proposals (such as BEIS' Smart Data proposals and the FCA's Open Finance initiative).

- Central Bank Digital Currencies:
 - Supporting our New Digital Money Steering Group and sub-groups through organizing meetings, taking minute notes and providing analysis to further member policy development.
 - Engage with internal colleagues to arrange briefings and provide the means to co-ordinate across departments on a cross-cutting issue.
 - Support policy engagement with regulators including the Bank of England, HM Treasury, the PSR and the FCA.
- New Payments Architecture:
 - Support policy experts in the creation of responses to relevant consultations and industry engagement.
 - Co-ordinate engagement with members through the Digital PSPs and IPPC groups to highlight areas of policy concern.

The role will involve work across multiple departments within UK Finance, including the Project Management Office and Personal Finance in order to support multiple discrete pieces of work. As the internship progresses, there will be opportunity to feed into the wider policy objectives as pursued by the Payments team, including policy work on the NPA and wider customer protection across payment channels.

Key Responsibilities

Payments Working Group Governance

- Work with policy leads and, where relevant, central PMO support to develop workplans for working groups, monitoring against delivery and reporting progress.
- Work with policy leads to agree forward agenda and member chairs of policy committees, draft Chair briefings and arrange for external presentations from industry stakeholders and external resource.
- Lead on preparations for policy committee meetings, include scheduling, meeting agenda, commissioning papers, action updates and governance reporting.
- Attend and support Payments Policy meetings, including minuting discussions and logging actions.
- Coordinating Payments Policy responses to relevant public consultations, including tracking consultations, supporting policy lead drafting and coordinating input to other UK Finance team responses to consultation.
- Assist in the management of external resource through production of detailed action logs and tracking performance against agreed timelines and previous actions.

Skills and Competencies

- Good interpersonal skills, including the ability to deal with people at all levels.
- Excellent time management and co-ordination skills.
- Strong stakeholder management skills.
- Strong verbal and written communication skills.
- Technically literate.

Experience and Qualifications

- The post holder will need to demonstrate that they can support the work programme of committees or other collaborative projects, such as research, technical working groups and policy development. Some previous experience is desirable but not essential.
- Experience of producing clear and concise communications, such as presentations, meeting notes and work plans.
- A degree, or other equivalent, relevant qualification is preferred – but not essential for the right candidate.

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