

Job title	Analyst, UK Public Affairs
Reports to	Manager, UK Public Affairs

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 overview

This is an exciting opportunity to join the UK Public Affairs team as an Analyst, where you will represent the banking and finance sector, which plays a vital role in driving economic growth and innovation in communities across the UK. In this role, you will advocate on behalf of the sector with parliamentary, governmental, regulatory and other relevant stakeholders in the UK. The position holder will support the development and implementation of engagement strategies for senior colleagues in their work, including profile raising and relationship building with public authorities – within the team, across the businesses and for the membership. This role will allow the successful applicant the opportunity to develop professionally in a fast-paced environment, with the support of an experienced team.

Key Responsibilities

- Support UK Public Affairs colleagues in managing UK Finance's engagement with members of the UK Parliament and parliamentary committees, including by drafting and coordinating responses to MP correspondence, preparing briefing and attending meetings where appropriate.

- Support senior colleagues' engagement with counterparts in the UK Government, the UK Parliament, regulatory authorities and other public bodies.
- Support the UK Public Affairs team in managing UK Finance's interests in relevant legislation before the UK Parliament.
- Monitor, and draft summaries of relevant parliamentary sessions, including select committees and debates in both the Commons and the Lords as required.
- Support colleagues across the organisation in their advocacy work.
- Support the planning of parliamentary events and engagement activities at party conference.

What we're ideally looking for:

- Strong organisational skills, including the ability to plan and prioritise own workload to meet agreed deadlines.
- Recognising potential issues/risks and escalating where required, enhancing knowledge on unfamiliar areas.
- Looking for solutions when problems are encountered.
- Good team-working skills and flexible attitude, initiating collaboration and willingly offering assistance to others while sharing knowledge and information with colleagues.
- Knowledge of the UK Parliament, government and regulators and the policy-making, legislative and other processes that surround them.
- Knowledge of current financial-services issues an advantage.
- Strong written and oral communications skills, able to produce high-quality content and materials.
- Strong attention to detail.

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We offer a competitive remuneration package and access to a generous range of health, wellbeing, travel and lifestyle benefits. Further details are available here: <https://www.ukfinance.org.uk/about-us/careers/what-we-offer>

You'll be based at UK Finance's offices in Angel Court, Bank, London, although we also provide colleagues with the option to work remotely on a regular basis where it is reasonable and practicable for them to do so.