



<b>Job title</b>	Manager, International Affairs
<b>Reporting To</b>	Principal, Head of International 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

### **Job Purpose**

Given the UK's position as a leading international financial centre, overseas political and regulatory developments have the potential to affect our members who use their UK operations to do business outside the UK. UK Finance therefore has an International Affairs function, which sits within the Corporate Affairs & Strategic Policy department. International Affairs is our dedicated central resource with overall responsibility to oversee and coordinate our work abroad – including in the EU and the US, and with global standard setting bodies. We provide strategic advice to UK Finance's policy teams in respect of the development and execution of their overseas advocacy plans.

International Affairs is also responsible for UK Finance's trade and market access work. Here, we seek to help members' businesses in the UK do business abroad by working to mitigate or eliminate regulatory, administrative and other barriers to trade in financial services, and maintain the UK's openness to cross-border financial services trade. To this end, we regularly engage with key government departments, particularly HM Treasury and the Department for Business and Trade, to feed into their trade and market access agendas.

We also provide members with information services, where we share our analysis on key overseas developments and the UK's trade policy.

This Manger position will play an important role in helping International Affairs to deliver the above core objectives, through the below set of responsibilities. This will include supporting UK Finance's engagement with policymakers and other relevant stakeholders across key jurisdictions and international organisations, and acquiring (or deploying existing) policy expertise in trade and market access (and other UK Finance policy areas).

Given the nature of the role, please note that there will be occasions where overseas travel is required.

## Key Responsibilities

### General

- Support the delivery of UK Finance's international engagement strategy by organising various aspects of International Affairs' engagements with stakeholders, and providing guidance to our policy team colleagues on the development and execution of their overseas advocacy plans.
- Work with industry stakeholders (including those institutions we are members of), such as cross-sectoral, European and international trade associations, to maximise our effectiveness in delivering our international engagement strategy. These stakeholders include:
  - UK organisations such as the City of London Corporation and TheCityUK.
  - Overseas organisations such as the European Banking Federation, the International Banking Federation, and overseas national associations (particularly in the EU).
- Develop written briefings for senior colleagues (including the Chair, CEO, and the Managing Director of Corporate Affairs & Strategic Policy) ahead of their external engagements relevant to International Affairs.

### International Affairs' engagement and influence abroad

- Map International Affairs' engagement with non-UK policymakers and maintain a record of them.
- Support the Principal of International Affairs in identifying, and then organising, opportunities for International Affairs to engage with non-UK policymakers and stakeholders (particularly in the EU and the US) on topics important to our members.
- With the Director and/or Principal of International Affairs, engage bilaterally, or alongside other industry associations, with non-UK policymakers and stakeholders to advance our members' priorities.

### Information Services

- Monitor and provide political analysis on key EU and global developments relevant to International Affairs and interpret how they could affect our members.
- Provide institutional understanding, policymaker introductions and background information to colleagues and members on international matters.
- Lead on developing International Affairs' regular monitoring and engagement bulletin to members, which informs them of the latest international and trade and market access developments, as well as International Affairs' engagements with policymakers.
- Support the Principal of International Affairs in informing members of International Affairs' engagements with policymakers, such as through our monthly member-feedback call, and drafting redouts of the team's engagements.

### **Trade and market access policy**

- Support the execution of International Affairs' advocacy plan on trade and market access. This will involve understanding members' priorities on access to key overseas markets, and cross-border financial services trade.
- With the Director and/or Principal of International Affairs, engage bilaterally, or alongside other industry associations, with key policymakers (particularly those from HM Treasury and the Department for Business and Trade) to feed into their trade and market access agendas.

### **Skills and competencies**

- Strong organisational skills, particularly the ability to:
  - Plan and prioritise own workload to meet agreed deadlines, sometimes at short notice
  - Be a self-starter and act independently when needed
  - Ability to multitask - working on multiple tasks/projects at once
- Ability to identify problems but, more importantly, deliver solutions and drive forward their execution
- Recognising potential issues/risks and escalating where required, enhancing knowledge on unfamiliar areas
- Excellent analytical, influencing and communications skills, both written and oral
- Understand how regulation is developed, both in the UK and internationally
- An interest in the nexus of politics (including policy making), diplomacy and the financial services industry's businesses and concerns
- Ability to work collaboratively across functions
- Ability to acquire (or deploy and further develop existing) policy expertise in trade and market access

**End**