Job title	Analyst, Cyber and Third Party Risk
Reporting To	Principal, Cyber and Third Party Risk

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 and awareness 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

To ensure that UK financial services are best placed to take advantage of the opportunities arising from technological innovation while managing operation risk, the Resilience, Tech and Cyber (RTC) team represents members as they navigate cutting edge challenges. We do this through engaging policy makers, regulators and government both in the UK and internationally. Our primary aim is to serve our members and advocate for their views, whether that be through policy analysis, supporting promotional activity to advance or highlights issues or through whitepapers, blogs, roundtables and webinars. This role is specifically focused on supporting RTC Team on their work in Cyber and Third Party Risk. The RTC team is part of the wider Payments, Innovation and Resilience (PIR) department which also cover: Data Ethics and Privacy, Digital Innovation and Payments.

Key Responsibilities

The Financial Sector Cyber Collaboration Centre is a public-private partnership between industry and the National Cyber Security Centre which is supported by UK Finance. UK Finance supports the operations of the FSCCC, led by the Principal for Cyber and Third Party Risk in the delivery and management of the FSCCC and the achievement of its strategic objectives.

The analyst will be part of the UK Finance RTC team, where their key responsibilities will be:

Supporting the FSCCC:

- Assisting in the delivery and support of FSCCC and its Executive Committee. This will involve liaising with the FSCCC Executive Committee in developing and executing its agenda, meeting minutes and drafting collateral.
- Assisting and support the FSCCC Fusion Cell. This will involve providing logistical support, communications and supporting membership during a significant cyber event.
- Working with the broader community membership. This will involve liaising with current and prospective members as to FSCCC activities / membership etc.

Broader RTC committee support:
- Support the RTC team in the achievement of its objectives. This will involve supporting the operation and proper functioning of its committees (including secretariat duties, preparing briefing papers, writing high-quality minutes and supporting in agenda setting etc).
- Support in policy analysis and engagement on behalf of RTC, with other UK Finance teams and our membership as required.
- Engage key external stakeholders, regarding cyber third party risk developments and issues. These include UK Finance members, financial authorities and regulators, law enforcement, other trade associations or intelligence agencies.
- Collaborate with the wider PIR team and across the business to understand and advance the interests and priorities of our membership.
- Other ad-hoc tasks as directed or required.

Qualifications

Candidates must have obtained or still working towards a Bachelor's degree or equivalent.

Required Experience

Essential

- Interest in cyber and third party risk issues and examples of developing this interest.
- Strong administrative skills including organisational and writing skills.
- Experience working as part of a collaborative team and also capable of working independently.
- Flexible, adaptable and able to make sense of a diverse range of inputs to deliver credible solutions.
- An appetite to develop within the role, with a view to lead on workstreams where appropriate.

Desirable

- Background in financial services.
- An understanding of cyber and third party risk policy in financial services.
- A basic understanding of project management methodology.

Skills and Competencies

- Delivery focussed and able to work at pace to tight deadlines.
- Strong attention to detail with excellent written and verbal communication skills.
- Ability to prioritise workload and manage multiple objectives in a fast paced and changing environment.
- Proactive and able to identify opportunities that supports our members.
- Stakeholder management skills and the ability to form relationships with differing people and organisations.