

<b>Job title</b>	Analyst, LIBOR Transition
<b>Reporting To</b>	Director, LIBOR Transition; Commercial Finance

### About UK Finance

UK Finance is the collective voice for the banking and finance industry. Representing more than 250 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

The Analyst, LIBOR transition is responsible for supporting the strategy and objectives of the LIBOR Transition workstream, which is working with members, regulators and other stakeholders to support the industry's efforts to move away from LIBOR in anticipation of its expected cessation after the end of 2021.

This is a demanding role, with daily interaction across the LIBOR transition team, relevant UK Finance internal colleagues and external stakeholders, including government officials, lobby groups, regulators and business representatives. It is cross-cutting, impacting a wide range of areas including capital markets, commercial finance, and mortgages, and has been identified as a priority issue for UK Finance. It will provide the jobholder an opportunity to work on a high profile, visible, wide-ranging banking issue. The number of UK Finance now engaged with the LIBOR transition team directly is circa 100, with others supported and engaged through other UK Finance structures.

The role will involve will involve supporting elements of UK Finance's overall LIBOR transition work including:

- Active participation in the Risk-Free Rate Working Group and relevant subgroups;

- Advocacy on behalf of members;
- Communication and engagement with members on transition;
- Communication and engagement with end users and customers on transition;
- Specific guidance, material, coordination or outputs as directed by members.

LIBOR Transition is a major industry priority and this role will involve extensive coordination and engagement with key external and internal stakeholders within the five areas above where UK Finance is focused. UK Finance's LIBOR transition engagement with members is largely focused on transition in the GBP sterling market.

The coming period is critical for the industry to ensure all stakeholders are ready to transition away from LIBOR. This role will provide the individual an opportunity to work on a high profile, visible, wide-ranging banking issue.

### **Key Responsibilities**

- Support the LIBOR Transition team in delivering its objectives.
- Maintain and update project trackers for the team.
- Drafting minutes of meetings, both internal and external.
- Proof reading, copy writing and editing.
- Producing briefings, member content, updates and newsletters.
- Monitoring and collating developments and information impacting LIBOR transition.
- Managing the UK Finance LIBOR Transition webpage.
- Represent UK Finance externally as appropriate.
- Organising relevant internal and external meetings.
- Any other task that may reasonably be required.

### **Skills and Competencies**

- Excellent organisational skills.
- Project management skills.
- A conscientious approach with strong attention to detail.
- Desktop research.
- Ability to operate effectively and collaboratively as part of a team.
- Aptitude as a proactive self-starter with strong initiative and a willing, can-do attitude.
- Excellent verbal and written communication skills.
- Attention to detail and strong proof-reading skills.
- Ability and willingness to learn new subject matters.
- Computer literacy, in particular good knowledge of Microsoft Excel, Word and PowerPoint.

### **Qualifications**

- As a minimum requirement candidates must have obtained a Bachelor's degree or equivalent.

- Although no prior knowledge is needed, a genuine enthusiasm for learning about banking and finance is essential.

**End**