

Job title	Intern, Commercial Finance
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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

This is a diverse intern level role within the Commercial Finance team, working across both the Invoice Finance and Asset Based Lending (IF/ABL) and Commercial product and service areas.

Whilst the role has a strong policy orientation, it covers the full range of services UK Finance provides to its members in both product areas. This means it is varied and requires cross-organisation working with not only UK Finance's other policy and external affairs functions, but also with the Data and Research, Membership and Commercial Delivery teams, amongst others.

The objectives of UK Finance's Commercial Finance product and service areas coalesce around three broad themes and this role supports all of them:

- **Improving** access to finance, allowing UK Finance members to provide more finance to more UK businesses; addressing barriers to businesses seeking finance and encouraging better information and greater understanding of the full range of finance options that may be available and appropriate.
- **Enhancing** and demonstrating standards; improving customer relationships and building trust.
- **Enabling** innovation, encouraging innovation and competition and managing risk.

Key Responsibilities

- Providing support to the Invoice Finance and Asset Based Lending and Commercial teams in delivering their objectives on behalf of their members. This will particularly involve:
- Providing written and verbal analysis and summary of policy and legislative measures.
- Developing an understanding of wider policy work across UK Finance, identifying opportunities to contribute as well as potential challenges for Commercial Finance members (and developing relationships with wider policy colleagues).
- Working with members and colleagues to produce high quality briefing papers and consultation responses.
- Support on organising high-quality member and stakeholder meetings including preparation of appropriate briefing materials and meeting notes.
- Working with the Data & Research team to evolve and enhance the data collected across Commercial Finance.
- Support in preparing monthly Payment Practices report.
- Supporting in the initial review of complaints received through the IF/ABL Alternative Dispute Resolution process.
- Liaison with other business areas within UK Finance as required.
- Working with relevant Directors and the Managing Director in support of delivery of UK Finance's internal governance and communications requirements.

Qualifications

- A good honours degree or equivalent-level professional qualifications or relevant experience.
- Some experience in working in a 'client-focused' delivery role would be welcome but not essential.
- Experience of producing clear and concise communications, such as briefing materials, presentations, meeting notes and work plans

Skills and competencies

- Strong inter-personal skills; an ability to build effective relationships with varied members, colleagues and stakeholders.
- Excellent verbal and written communication skills and an ability to adapt communications style according to audience.
- Demonstrable ability to bring together, analyse and understand diverse pieces of information, at speed if necessary.
- Ability to think in the medium and longer term, beyond an immediate problem.
- Excellent time management and coordination skills.
- Demonstrable record of taking responsibility for the delivery of an initiative.
- Self-motivated and an ability to work independently where necessary but also as collaboratively where required.
- Technically literate.
- Some knowledge of the challenges and issues within commercial finance sectors and/or policy-making generally would be welcome but certainly not essential for an otherwise outstanding candidate.
- Demonstrating an understanding of some of the following would also be welcome:
 - the challenges faced by members in running their businesses.
 - the needs of members' customers.

- the needs of 3rd party stakeholders e.g. regulators, government and media, where appropriate.
- societal and economic; domestic and international perspectives.
- the impact of innovation, particularly technology.

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