

Job title	Intern, Data & Research
Reports to	Principal, Data & Research

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 Data & Research team provides UK Finance with a professional information centre.

The team collects, manages, analyses and interprets large amounts of confidential member information (both numeric and non-numeric), external industry data and market research across a wide range of financial products and markets to support internal business areas in their policy formation and thought leadership within UK Finance, while providing members and their Product and Service Boards with analytical insight, commentary and economic narrative.

Work in the team requires integrity and adherence to process and procedures, with high standards of data handling expertise, in order to maintain and develop UK Finance's industry and stakeholder credibility.

Key responsibilities

The role provides opportunities to own project work and to be involved in ad hoc exercises, including (but not limited to):

Specific:

- To support the collection and analysis of data relating to business and household finance, using Excel and UK Finance's web-based data submission channels (training to be provided). This will require excellent attention to detail, some data presentation skills and engagement with the team on high level messages about data content and trends.
- Support the team in responding to data enquiries from internal and external stakeholders..
- Contribute to company-wide research activity, this may include data analysis and background research.

Team involvement as required:

- Analyse operational risk events (public or private databases).
- Desktop research

Skills and competencies

Essential:

- Strong organisational skills including the ability to plan and prioritise work and meet deadlines
- Competency in Excel, Word, PowerPoint and Outlook
- Good numeracy skills and overall IT literacy
- Diligence, accuracy and attention to detail in data-related work
- Flexible and agile attitude to variety in work content
- Good communication skills, both written and verbal, and an enthusiastic approach to managing relationships with colleagues, UK Finance members and other external stakeholders
- Ability to work with a close team of data experts, but also to show initiative in own work.
- Experience of primary data handling

Nice to have:

- Knowledge of the financial services industry, operating structures, brands and businesses would be useful, but can be gained in-role