



Job title	Analyst, Commercial Finance
Reports to	Director, Commercial Finance

About UK Finance

UK Finance is a trade association representing nearly 300 of the leading firms providing finance, banking, markets and payments-related services in or from the UK. UK Finance has been created by combining most of the activities of the Asset Based Finance Association, the British Bankers' Association, the Council of Mortgage Lenders, Financial Fraud Action UK, Payments UK and the UK Cards Association.

Our members are large and small, national and regional, domestic and international, corporate and mutual, retail and wholesale, physical and virtual, banks and non-banks. Our members' customers are individuals, corporates, charities, clubs, associations and government bodies, based in the UK and overseas, served domestically and cross-border. These customers access a wide range of financial and advisory products and services, essential to their day-to-day activities, from our members. The interests of our members' customers are at the heart of our work.

UK Finance is the UK representative on a number of international trade associations including the European Banking Federation, the European Cards Payments Association, the European Payments Council and the International Banking Federation.

Job purpose

The jobholder is responsible for supporting the strategy and objectives of the Commercial Finance workstream as well as key policy initiatives.

The workstream supports the policy agenda of members providing products and services to business customers from new start-ups to large corporates with a primary focus on SMEs and businesses trading internationally.

Thematically, the workstream supports:

- Improving customer relationships; helping them thrive, better standards and protections
- Improving access to finance - in the broadest context; and
- Better competition, information and understanding

The job holder also assists the IFABL workstream on policy matters.

This is a demanding role, with daily interaction with the Commercial (Banking) leadership team, members providing Commercial (Banking) products and services and external stakeholders, including government officials, lobby groups, regulators and business representatives

Key responsibilities

- Support the Commercial Finance Team in delivering its objectives
- Supporting the IFABL workstream.
- Providing secretariat support to key working groups and committees, ensuring that members receive timely and quality inputs that inform their work and allows effective delivery against agreed work plans.
- PSB Updates.
- Maintain and update project trackers for the team and ensure actions are met in a timely manner.
- Work with the UK. Finance Communications team to develop key messages and communications that enable the Commercial Team to communicate effectively to stakeholders.
- Support workstream initiatives such as the SME Mentoring and Better Business Finance programme.
- Supporting policy work such as CMA deliverables and ADR implementation.
- Represent UK Finance externally as appropriate.

Deliverables

- KPI monitoring.
- Project Log tracker.
- Consultation Tracker.
- Business plan objective monitoring.
- Contracts/ Agreements Register.
- To provide support for various policy initiatives. Ensures that project/department milestones/goals are met and adhering to.
- Supporting consultations from a variety of sources – including Government, Parliamentary Select Committees and Regulators.
- To support the relationship between the banking industry and various sector stakeholders (including, but not limited to, automotive, agricultural, creative, defence and security, Fintech, manufacturing) and leading business organisations, prioritising those with which the industry can make the greatest impact.
- Responsible for the Better Business Finance website - monitors web traffic, performance and capacity. Coordinates with stakeholders to ensure that the site provides content and functionality that meet the business needs of SMEs. Maintains appropriate security and troubleshoots any issues.
- Raise the profile and effectiveness of the mentoring programme including evaluation and reports to senior management.
- To support the central business finance budget and invoicing process.
- To prepare and write blogs, articles and presentations on relevant areas of Commercial (Banking) interest.

Qualifications

- A good honours degree ideally in a finance, banking or marketing discipline

Skills and Competences

- Experience of and interest in commercial banking and finance
- Experience in policy work and familiarity with public affairs
- Project management
- Desktop research
- Computer literacy, in particular good knowledge of Microsoft Excel, Word and PowerPoint
- Excellent verbal and written communication skills.
- Sound judgement
- Drive and determination to deliver on time
- Attention to detail
- Member focus
- Initiative