



Job title	Analyst, Payments Policy
Reporting To	Principal, Payments Policy
Department	Personal 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 post holder will be responsible for supporting policy developments in the payments industry and co-ordinating relationships and managing upstream changes in collaboration with key industry and member stakeholders.

This will entail supporting UK Finance's members by developing policy which is responsive to customer needs, providing advocacy and developing positions that influence and engage in the UK and working closely with the wider payments policy team.

The role requires someone that will develop policy and provide secretariat support to key UK Finance working groups and committees, ensuring that members receive timely and quality inputs that inform their work and allows effective delivery against agreed work plans.

The successful applicant must be a strong team player as working closely with the wider team and other internal policy teams to ensure that policy meets industry strategy is an essential component of the role.

Key Responsibilities

- Progress policy and strategic issues of common interest under the direction and support of the wider team.

- Provide Secretariat services to UK Finance groups as required, arranging meetings, preparing agendas and papers, writing minutes and managing any associated policy and advocacy activities.
- Ensure workplans are properly managed.
- Maintain excellent working relationships with colleagues in other policy areas within UK Finance to ensure collaboration across the organisation. Provide support to Unsecured Credit and Personal Finance teams where required.
- Prepare and review supporting papers and materials for Product and Service Boards and committees.

Knowledge/experience required

- Candidates should have experience of working in a policy and/or business environment in government, the financial services sector, or an equivalent body to UK Finance.
- A knowledge of the payments industry and payment schemes is desirable with the ability to undertake detailed policy analysis of domestic and international developments.
- Good stakeholder management.
- Research, data gathering and contribution to reports, consultation responses, training on products and/or other cross-cutting initiatives.
- Research, design and content development, analysis, briefing and drafting, including writing papers, media content, blogs and online material.

Skills and Competencies

- Collaborative team player.
- Good interpersonal skills together with the ability to effectively manage stakeholder relationships.
- Confident communication and good presentation skills.
- Ability to work within multi-disciplinary project teams, provide input to others' work and deliver excellent outcomes in a timely and agile fashion.
- Ability to work and deliver under pressure to tight deadlines.
- Strong attention to detail.
- Strong analytical, research and problem-solving skills.
- Must be computer literate with good knowledge of Microsoft Office Applications.

Qualifications

- An undergraduate degree is desirable but not essential, provided there is a clear demonstration of relevant experience.

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