

## **JOB DESCRIPTION**

### **ASSOCIATION OF FOREIGN BANKS (AFB) INTERN**

HYBRID

FULL-TIME - 3-MONTH TERM, WITH THE POSSIBILITY OF EXTENSION

FOCUS ON THE AFB'S POLICY AND REGULATORY AFFAIRS WORK

COMPETITIVE SALARY

**To apply, please email your CV and a cover letter of up to one page to [Rebecca Simons](#).**

#### **ABOUT THE ROLE**

You will work closely with senior colleagues to monitor key regulatory and political developments that affect AFB members. Your main responsibilities would include:

- Regulatory and political monitoring
- Assisting in drafting communications AFB members
- Attending meetings and roundtables to take notes and produce summaries
- Desk based research of policy topics of relevance for foreign banks
- Drafting briefing notes
- Drafting communications to external stakeholders such as the FCA, BoE, HMT
- Creating presentations
- Event planning and organisation
- Ad-hoc administrative tasks

#### **THE SUCCESSFUL CANDIDATE WILL HAVE:**

- Recently graduated from university (undergraduate or postgraduate)
  - Excellent written and verbal communication
  - The ability to read detailed information and draw out the key-points in a concise manner
  - An interest in politics and financial services
  - An interest in gaining skills in policy and regulatory affairs and/or in financial services more generally
  - An interest in policy topics, relevant to non-UK banks. E.g. artificial intelligence, immigration, Senior Managers & Certification Regime, Diversity and Inclusion, supervisory requirements etc
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- Ensure that all internal records are maintained and provide accurate and timely reports, summaries and data updates for management reporting purposes

## WHAT MAKES YOU STAND OUT?

- Conscientious with an attention to detail
- A willingness to work flexibly, sometimes outside of normal working hours
- A keen interest in the City, banking and financial services
- A self-starter who can demonstrate AFB's internal values of COLLABORATION, INTEGRITY and EXCELLENCE

## ABOUT THE AFB

The Association of Foreign Banks is the voice of foreign banks in the UK. We are a small, friendly, dedicated and diverse team.

### THE AFB'S MISSION

We want everything we do to make a real difference for our members in terms of growing their business.

### THE AFB'S EXTERNAL VALUES

**Focused:** This is our Foundation.

We work in service of foreign banks and only foreign banks.

**Demand driven:** This is our Commitment.

We are customer-focused, guided and governed by our members.

**Value for money:** This is our Benchmark.

We deliver best-in-class content at a well-controlled price.

### THE AFB'S INTERNAL VALUES

**Collaboration:** This is our Strength.

We work positively and constructively with one another and with our stakeholders, driving innovation.

**Integrity:** This is our Way.

We are honest, transparent and authentic. We are respectful and resilient - and we actively embrace diversity.

**Excellence:** This is our Mindset.

We are informed, ambitious leaders, striving for quality, simplicity and sustainability.

