

Job title	Intern, International Affairs
Reports to	Director/Principal

About UK Finance

Background

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. 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.

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 intern will be responsible for providing our international affairs team with monitoring, research and other support services.

This internship would be an ideal opportunity for an ambitious graduate or under graduate who is seeking to pursue a career in international affairs, public affairs or policy and who has a strong interest in the nexus between international politics and regulation, diplomacy and financial services.

Duties and responsibilities

Key responsibilities include supporting our international affairs team with the following:

- desk research and insights gathering.
- monitoring and collating political and regulatory developments on relevant policies in the UK, EU and internationally.
- Managing and updating databases
- monitoring social and traditional media for trends and the identification of opportunities.
- producing briefings, member content, updates and newsletters.
- Supporting events and engagement activity.
- ad hoc administrative tasks.
- Supporting other colleagues when necessary
- any other task that may reasonably be required.

Qualifications

As a minimum requirement, candidates must have obtained, or be predicted to obtain, a Bachelor's degree or equivalent in a relevant field.

Skills and competencies

In order to be considered for this role, it is essential that candidates are able to demonstrate the following:

- a strong interest in international affairs, including the EU.
- an interest in the financial services industry
- good working knowledge of the usual Microsoft Office applications.
- excellent written and oral communication skills.
- a conscientious approach with attention to detail.
- excellent time management and organisational skills.
- must be able to multi task and handle a number of projects and deadlines concurrently.
- must be a proactive self-starter with strong initiative and a willing, can-do attitude.
- ability to operate effectively and collaboratively as part of a team.
- strong research skills.

Salary and benefits

- £19,201 per annum
- 20 days holiday per annum as well as any public holidays that fall during the internship.

Duration of internship

- Three months with possibility of extension

Other information

We welcome applications from all candidates, however unfortunately, we are unable to employ anyone who does not have the legal right to live and work in the UK. During the recruitment process all candidates are required to prove they have this right with suitable documentation.

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