

Job title: Director, Compliance	Reports to: Managing Director, Head of Compliance
Division: Policy/Compliance	
Role purpose: The Association for Financial Markets in Europe (AFME) is seeking a qualified and experienced candidate to serve in a full-time professional capacity as Director within the Compliance Division. This position offers the candidate an opportunity of working closely with senior individuals at leading investment banks in the European markets to help shape policy in probably the most challenging financial market environment in a generation. It is an opportunity to work on the cutting edge of regulatory and market policy developments whilst keeping in close contact with the business.	

Key accountabilities	Key activities / Decision areas
Represent AFME Member views on developing regulatory initiatives that will determine the business environment for capital markets' firms (for examples, see Compliance Division Projects below)	<p>The principal objective of the AFME Compliance Division is to represent Members' views on measures, existing and proposed, that determine the compliance standards which firms have to adhere to:</p> <ul style="list-style-type: none"> • Monitoring and analysing regulatory developments in the area of compliance at the International, European and National levels • Developing industry positions for engagement and advocacy on those developments • Analysing and communicating potential impacts to AFME Members • Liaison with AFME Members – engage with members on regulatory issues and facilitate Member consensus as to a common approach • Gathering relevant evidence and initiating/drafting written responses to proposals • Working with our Brussels based Advocacy team to influence regulatory bodies and institutions ranging from the European Commission and the European Parliament to national Ministries of Finance, Central Banks and Securities Regulators • Engage with other relevant stakeholders and AFME staff on regulatory issues as necessary; interact with our counterparts at other trade bodies such as ISDA, BBA, IIF, EFSA, ICA, ICMA • Assist in the preparation of briefing materials including for members of AFME's Board and CEO and participate in outreach activities with some or all of the above mentioned interlocutors • Collaborate with our colleagues at our US, Asian and global affiliates SIFMA, ASIFMA and GFMA • Take responsibility for specialist Sub-Committees/Working Groups which are the principal fora for developing policy in discussion with Members • Take forward the AFME case, driving as necessary an authoritative AFME position • Contribute to AFME workload by assisting in the preparation of and follow up to the meetings of AFME committees/forums, specifically Compliance but others as necessary such as MiFID Steering Committee, Data Protection Working Group, Short Selling Working Group¹ by putting forward agenda proposals, arranging meetings, taking minutes, agreeing action points, driving actions and follow-up reporting

¹ These are examples; the exact portfolio of work will be geared around the successful candidate's interests and expertise

Operations	<ul style="list-style-type: none"> • Management of committee and working group arrangements including oversight of administrative arrangements, in particular: <ul style="list-style-type: none"> ○ Preparation of agendas ○ Preparation of minutes • Acting as the co-ordinator for committees and working groups to ensure that actions are delivered in a timely manner • Provide support to the Managing Director, Compliance on the administration and successful delivery of the division's work
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Compliance Division Projects

Recent and ongoing projects have included:

- The new Strengthening Personal Accountability regime
- MiFID and MAR Compliance issues including research, inducements, investor protection, investment recommendations and treatment of third country firms
- Banking Union – implications for conduct of business regulation and the future structure of firms' relationships with supervisors
- Proposals for regulating benchmarks
- Client asset protection and FSCS Levies rules
- Financial crime: including the 4th Money Laundering Directive/FATF initiatives (also encompassing tax evasion); sanctions and bribery; FATCA work
- Governance and Remuneration issues
- Responses to European Supervisory Authorities initiatives (particularly ESMA)
- Firms' relationships with regulators – including supervisors' approach/role of enforcement/credible deterrence; proposed new powers for regulators (e.g. product intervention) and associated safeguards
- Aspects of extra-territoriality
- Data Protection Directive
- Short Selling Regulation
- Particular regulatory matters identified by the Compliance committee for AFME action: issues arising from regulatory processes, proposed measures and extant rules (for example, issues have included FSA approach to Conduct Risk and assessments, firms' Leaks procedures, rules on mobile recordings, payment for order flow practices)

Main contacts (external and internal)

Contact group	Frequency	Purpose
<ul style="list-style-type: none"> • AFME MDs and Directors 	<ul style="list-style-type: none"> • Daily/as necessary 	<ul style="list-style-type: none"> • To confirm current issues and agree actions (with Compliance team)
<ul style="list-style-type: none"> • Committee members 	<ul style="list-style-type: none"> • As required 	<ul style="list-style-type: none"> • Working with committee members on specific projects to ensure firms' views reflected: usually through established Working Groups and committee meetings
<ul style="list-style-type: none"> • Members – other 	<ul style="list-style-type: none"> • As required 	<ul style="list-style-type: none"> • Responding to Member questions, dealing with responses to outputs, maintaining relationships

<ul style="list-style-type: none"> • Officials and Politicians 	<ul style="list-style-type: none"> • Regular /dependant on issues 	<ul style="list-style-type: none"> • Take forward AFME's representations and follow-up meetings/discussions with relevant officials/regulators in EU & UK and with MEPs
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Person specification

Key competencies

Essential:

- Strong intellect with consistent application of analytical skills and capacity to translate technical and complex issues for broader audiences in a straightforward manner, articulating the key issues facing our Members; ability to get up to speed quickly with complex issues
- Technical rigour and attention to detail coupled with good presentation skills that demonstrate the practical implications of issues
- Ability to work to short deadlines in a pressurised environment
- Proactive in managing workload and prioritising tasks, confident in taking responsibility and resolving problems with strong influencing and negotiating skills but recognising the need to work with colleagues and to seek guidance if necessary; a hands-on approach that extends to taking practical initiatives as necessary to take issues forward
- Confidence and ability to communicate effectively with individuals at all levels of seniority across AFME's Member firms and a wide range of internal and external stakeholders: a team player
- Highly motivated; able to drive issues forward on own initiative but at the same time contributing to team objectives
- Patience and tenacity to obtain results that can be clearly evidenced
- Flexibility, in particular as regards the ability to take on new issues, and to consider laterally how best to tackle committee work
- Able to produce high quality work to agreed timetables e.g. documentation for meetings and members forums
- Credibility both in terms of grasping the issues together with strong influencing and negotiating skills

Desirable:

- Ability to work with minimal supervision
- An understanding of the dynamics of political and regulatory dialogue together with the ability to support links between Policy and Advocacy and to facilitate the communication of Policy matters at the political level

Knowledge skills and experience

Essential:

- Familiarity with MiFID II inducements/research/investor protection regime
- The right to work in the UK and fluency in English
- Deep understanding of Compliance and real interest in the policy making process gained during at least five years' experience in compliance, law, regulation, or capital markets (whether front or back office, and including trade associations)
- Good level of knowledge of Conduct of Business rules for investment business in Europe
- Diplomacy/political awareness, people management and conflict resolution skills
- Excellent report writing skills with the ability to produce high quality draft submissions; considerable experience in the preparation of briefs / reports for both internal senior management and external publication

Desirable:

- Familiarity with MAR and Short Selling regulation

- Fluency in European languages other than English
- Good understanding of European regulatory processes
- Previous experience of managing working groups and engaging in external meeting/conferences
- Experience of operational compliance/risk management (including financial crime)
- Legal drafting experience

About us

The Association for Financial Markets in Europe (AFME) represents a broad array of European and global participants in the wholesale financial markets. Its members comprise pan-EU and global banks as well as key regional banks, brokers, law firms, investors and other financial market participants. We advocate stable, competitive, sustainable European financial markets that support economic growth and benefit society.

AFME is the European member of the Global Financial Markets Association (GFMA), a global alliance with the Securities Industry and Financial Markets Association (SIFMA) in the US, and the Asia Securities Industry and Financial Markets Association (ASIFMA) in Asia.

For more information please visit the AFME website, www.afme.eu or follow us on Twitter: [@news from afme](https://twitter.com/news_from_afme)