

**Date:** 14 June 2018  
**Job title:** Analyst, Office of the CEO  
**Employer:** Asia Securities Industry & Financial Markets Association (ASIFMA)  
**Location:** Hong Kong

**ASIFMA**, which represents the interests of the region's leading financial institutions to regulators, policymakers, and other stakeholders in Asia, now seeks an Analyst to provide coordination, research and analytical support for the office of the CEO. In this role you will play a central role in coordinating daily work and projects across ASIFMA. You will support the Senior Manager as well as the CEO directly in their roles. You will also contribute to our corporate governance by supporting our senior management and board processes. You will be primarily responsible to coordinate new member outreach and track existing member engagement.

The role within ASIFMA will offer excellent development opportunities and good exposure to the industry, regulators and decision-makers in Asia. The successful candidate is likely to have a strong academic background, expertise in or a good understanding of the financial services market, and solid project management, communication and organisational skills.

The successful candidate will join a growing team of over 20 in Hong Kong. ASIFMA has expanded greatly over the last several years and focuses on Equities, Fixed Income, FX, Post-Trade, Compliance, Tax and a recent focus on Fintech. The Association also has a very active Asset Management Division.

**ASIFMA Objectives Include:**

- Advocate the views of Asian market participants at national, regional and global levels;
- Develop a constructive dialogue with policymakers, regulators and other relevant stakeholders on capital market and regulatory policies;
- Apply technical expertise to promote the growth and development of Asian financial markets;
- Advocate for transparent regulations that are applied fairly and consistently;
- Promote the harmonization of Asian financial market regulations with global standards and best practices;
- Create a strong, unified industry voice to effect change as agreed by members;
- Build relationships with and among members, regulators, policymakers and other stakeholders;
- Identify new members and enhance services to existing members.

**Role:**

The Analyst's main responsibility will be to support the Senior Manager and CEO and will report to the Senior Manager. The scope of the Analyst's role would cover, but not be limited to, the following:

- Assist the CEO and the Senior Manager in conducting meetings for the board, committees or

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working groups, including planning, preparation, meeting invites, agendas, and follow up including taking minutes and drafting action points for distribution;

- Support the Senior Manager in her duties in relation to market development in China and India, the COO Markets Committee and Fintech;
- Primarily responsible to coordinate new member outreach and track existing member engagement;
- Prepare briefing papers for external meetings with opinion formers in Asia and beyond;
- Accompany the Senior Manager and/or CEO to key external meetings and produce notes of the meetings;
- Draft speaker notes and when appropriate, full speeches for set piece events;
- Prepare ExCo and Board papers in collaboration with the Senior Manager and CEO's Executive Assistant;
- Work with the Head of Communications on editorial content for ASIFMA publications;
- Work with the Senior Manager and Conferences & Events team on organizing conferences in the region.
- Attend, minute and follow up on key items from the Professional Staff member meetings;
- Work with the EA to the CEO on office and diary management;
- Develop strong relationships with appropriate professional staff based at AFME and SIFMA in London, Brussels, New York and Washington, DC;
- Perform research related to a specific assignment and draft reports/documents on the findings;
- Coordinate with ASIFMA Senior Staff, Associates, or Analysts, as required;

#### **Key Competencies:**

- Educated to degree level (Bachelors or above), preferably in finance, economics, communications, journalism; law or a related field.
- Excellent organizational and project management skills, including the ability to prioritize multiple tasks.
- Knowledge of (and preferably 1-2 years' experience in) banking, capital markets and finance is necessary, along with the ability and desire to build a strong substantive knowledge of the global financial markets.
- Knowledge of (and preferably experience in) regulation, capital markets or relevant research, legal or public policy areas.
- Analytic skills necessary to understand the legal and regulatory issues affecting the industry and the development of the capital markets.
- Strong spread-sheet and database management and PowerPoint skills.
- Strong verbal and written communications skills suitable for business correspondence and advocacy purposes.
- Fluency in verbal and written English is required; business proficiency in an Asian language, ideally Mandarin Chinese, would be a plus.

#### **Key Personal Attributes:**

- Team player.
- Inclusive, a good listener and persuasive.
- Self-starter with strong organizational skills and work ethic.

- Ability to prioritize, work independently in a fast-paced environment, and exercise good judgment.
- Proactive and solutions oriented, able to think outside the box and make connections through lateral thinking.
- Willingness to participate in global conference calls outside normal business hours.

**To Apply:**

This position is based in Hong Kong and a work permit would be required (for non-permanent residents). ASIFMA offers an attractive remuneration package commensurate with experience, including the possibility of an annual discretionary bonus based on performance.

To apply, please submit your CV and cover letter to [wwong@asifma.org](mailto:wwong@asifma.org). The closing date for application is 29 June 2018.

## The Global Alliance: ASIFMA, AFME, SIFMA and GFMA

**ASIFMA** -[ASIFMA](http://www.asifma.org) is an independent, regional trade association with over 100 member firms comprising a diverse range of leading financial institutions from both the buy and sell side, including banks, asset managers, law firms and market infrastructure service providers. Together, we harness the shared interests of the financial industry to promote the development of liquid, deep and broad capital markets in Asia. ASIFMA advocates stable, innovative and competitive Asian capital markets that are necessary to support the region's economic growth. We drive consensus, advocate solutions and effect change around key issues through the collective strength and clarity of one industry voice. Our many initiatives include consultations with regulators and exchanges, development of uniform industry standards, advocacy for enhanced markets through policy papers, and lowering the cost of doing business in the region. Through the [GFMA](http://www.gfma.org) alliance with [SIFMA](http://www.sifma.org) in the United States and [AFME](http://www.afme.eu) in Europe, ASIFMA also provides insights on global best practices and standards to benefit the region. ([www.asifma.org](http://www.asifma.org))

**AFME** -The Association for Financial Markets in Europe is a new organization formed from the London Investment Banking Association (LIBA) and the European operations of the Securities and Financial Markets Association (SIFMA). AFME also includes the activities formerly carried out by the European affiliates of SIFMA. AFME represents a broad array of global and European participants in the wholesale financial markets. Its 197 members comprise key global and regional banks, brokers, law firms, and a number of other financial institutions. ([www.afme.eu](http://www.afme.eu))

**SIFMA** -The Securities Industry and Financial Markets Association brings together the shared interests of hundreds of securities firms, banks and asset managers. SIFMA's mission is to support a strong financial industry, investor opportunity, capital formation, job creation and economic growth, while building trust and confidence in the financial markets. SIFMA operates out of offices in New York and Washington, D.C. ([www.sifma.org](http://www.sifma.org))

**GFMA** -The Global Financial Markets Association (GFMA) brings together three of the world's leading financial trade associations to address the increasingly important global regulatory agenda and to promote coordinated advocacy efforts. The Association for Financial Markets in Europe (AFME) in London and Brussels, the Asia Securities Industry & Financial Markets Association (ASIFMA) in Hong Kong and the Securities Industry and Financial Markets Association (SIFMA) in New York and Washington are, respectively, the European, Asian and North American members of GFMA. For more information, visit <http://www.gfma.org>.