Date: 9 September 2019  
Job title: Analyst or Associate, Policy and Regulatory Affairs  
Employer: Asia Securities Industry & Financial Markets Association (ASIFMA)  
Location: Hong Kong

The Role

ASIFMA, which represents the interests of the region’s leading financial institutions to regulators, policymakers, and other stakeholders in Asia, is seeking entry-level analyst to conduct research and provide support to our public and regulatory affairs team as well as the Equity Capital Markets Committee, reporting to its executive director. The successful candidate will join a recently expanded team of 23 people in Hong Kong.

ASIFMA objectives include:

- Promote the views of Asian market participants at a national, regional and global level;
- 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 harmonisation of Asian financial market regulations with global standards and best practices; and
- Build relationships with and among members, regulators, policymakers and other stakeholders.

Role:

The Analyst/Associate role is one of two key roles within the Public and Regulatory Affairs Division, supporting ASIFMA’s Head of Public Policy and Regulatory Affairs. A role for an energetic, self-starting generalist who is also willing to get into the details when it counts, it involves a wide range of responsibilities, from project management, research and drafting detailed content on emerging policy issues in specific designated policy areas, to management of member and regulatory relationships, meetings and processes to support the association:

- Assisting the Head of Public Policy and team members in organizing and conducting member committees or working groups, preparing agendas, writing minutes and follow up;
- Issues/project management, from research and collation of member input to final drafting of reports, analyses and regulatory submissions;
- Identifying publications and research articles that support ASIFMA policy initiatives, and keeping up to date on international financial regulatory and policy developments;
- Coordinating with other Analysts from ASIFMA’s other teams as required;
- Communicating with members on regulatory/market developments and specific projects;
- Preparing or contributing to ASIFMA publications and white papers
- Project managing a large number of division-related projects and initiatives; and
- Administrative and process-related tasks involved in managing and meeting member needs, as well as managing the day-to-day challenges of working in a small, fast-paced organisation.
In addition to ASIFMA’s Public Policy Committee, the division also manages ASIFMA’s Equity Capital Markets Committee and China Capital Markets Committee. Working groups currently include Prudential Policy, Recovery and Resolution Policy, Sustainable Finance Regulation and Policy, Cybersecurity and Data Policy, and all will have multiple in-flight projects at any given time.

**Key Competencies:**

- Educated to degree level (Bachelors or above), preferably in finance, economics, law or an equivalent field
- Knowledge of (and preferably 1-2 years’ experience in) capital markets or policy analysis
- Analytic skills necessary to understand policy and regulatory issues affecting the industry and capital markets
- Excellent organisational and project management skills, including the ability to prioritise multiple tasks
- A strong interest in capital markets regulation and related public policy issues
- Basic understanding of financial markets in Asia and how stocks, bonds and derivatives work, or an ability to learn quickly
- Strong Outlook, Excel and PowerPoint skills; willingness to use CRM and other business tools
- Exceptional written, presentation and business communications skills (English)
- Business proficiency in an Asian language, ideally Mandarin Chinese, a plus

**Key Personal Attributes**

- Team player
- Inclusive, a good listener and persuasive speaker
- Self-starter with strong organisational skills and work ethic
- Ability to prioritise, work independently, and exercise good judgment
- Proactive and solutions-oriented, able to think outside the box and think laterally
- Willingness to participate in global conference calls outside normal business hours
- A problem solver with persistence, and a strong communicator

**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 lma@asifma.org. The closing date for applications is Monday, 30 September 2019.

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

ASIFMA - ASIFMA is an independent, regional trade association with over 125 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 alliance with SIFMA in the United States and AFME in Europe, ASIFMA also provides insights on global best practices and standards to benefit the region. (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)

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)

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://gfma.org/.