

Job opportunity – Junior Policy Adviser, Financial Services

About EACH

The European Association of CCP Clearing Houses (EACH) is a Belgian not-for-profit organisation (AISBL) founded in 1992 which represents the interests of 20 central counterparty clearing houses (CCPs) from 16 European countries.

CCPs are financial market infrastructures that reduce and manage the risk in financial markets transactions. CCPs cover potential forward-looking risks through robust risk management tools. CCPs have been recognised by global regulators as institutions that successfully contributed to reducing the impact of the recent financial crisis.

For more information visit www.eachccp.eu

Function

To work closely with the Secretary General to:

- Monitor and analyse EU/international legislative initiatives relevant for EACH;
- Prepare agendas, working documents and minutes of EACH meetings;
- Use social media to support the communication of EACH positions;
- Attend relevant events in Brussels;
- Efficiently deal with members requests;
- Ensure an efficient administration of the EACH Secretariat.

The post is based in Brussels.

Profile

- Enthusiastic candidate willing to learn and use all of her/his potential;
- University degree;
- Experience in the financial sector, post-trading in particular, and EU affairs are an asset;
- Able to work in a small but dynamic team;
- Ability to work independently and as part of a small team;
- Ability to meet strict deadlines;
- Strong organizational skills;
- Strong interpersonal skills;
- Excellent Word and PowerPoint skills; SharePoint and WordPress skills are an asset;
- Fluency in English; other EU languages are an asset.

Offer

- Six months full-time contract to be converted into a permanent contract if the candidate is successful;
- Between 20,000 and 23,000 EUR annual gross salary. Compensation package for a candidate looking to start a career in EU government affairs (salary, medical insurance and potentially other benefits for the permanent contract);
- Interesting and dynamic work environment with a high potential for professional development.

Contact

Please send a **CV** and **cover letter** explaining why you are interested in this job to info@eachccp.eu. Submissions are welcome until **Monday 14th September 2015**. Only short-listed candidates will be contacted.