

Job Description

Job Title:	Interim Trading Assistant
Department:	Treasury & Markets
Certified Role:	No
Reports Directly To:	Head of Markets
Reports Indirectly To:	Head of Treasury
Direct Reports:	None
Budget Responsibility:	None

Purpose of role:

Provide immediate interim booking, reporting and administrative support to Treasury & Markets team in all bond trading bookings for the period July-December 2022. Additionally, be solely responsible for all MiFID-reporting, settlement disputes/queries, initial client engagement in absence of team and other administrative tasks.

Responsibilities of Role:

Trading Assistance

- Ensure accurate and timely booking in FlexCube and MiFID-reporting for all Eurobond trades at all times.
- Keep track of all Eurobond trades using MS Excel, Bloomberg and FlexCube and complete start-of-day, midday & end-of-day cross-checks.
- Provide client coverage in the absence of the (Junior) Credit Trader and/or Head of Markets. No pricing assistance is required.
- Any other duties relating to trading assistance as assigned by Head of Markets.

Client On-Boarding & Periodic Reviews

- Primary contact point for all client-related due diligence queries concerning Treasury & Markets.
- Assist in the on-boarding of new Treasury & Markets clients by collecting, selecting and reviewing all relevant Know-Your-Customer ("KYC") documentation.
- Engage with Business Compliance and Client Services teams on due diligence matters.
- Be responsible for periodic client reviews during the interim period and assist Business Compliance where needed.
- Stay abreast of any new internal and external developments in terms of client on-boarding, client reviews and compliance requirements.
- Assist Head of Markets and Head of Treasury ensure that (the Bank's) procedures in respect of Anti-Money Laundering, GDPR and MiFID II etc. are upheld.

Credit Applications & Periodic Reviews

- Primary contact point for all credit related queries concerning the Treasury & Markets team.
- Ensure all credit applications are completed in a timely fashion and existing credit limits are updated in line with the current credit requirements.
- Ensure timely adherence to period credit reviews.

Treasury & Markets Administration

- Responsible for producing Markets related reports, such as, but not limited to, Mark-to-Market assistance, Operational Risk Reports and MiFID II reporting queries.
- To promote a high level of cooperation within Treasury & Markets and across the Bank.

Conduct Requirements:

Individual Conduct Rules:

- Rule 1:** You must act with integrity.
- Rule 2:** You must act with due skill, care and diligence.
- Rule 3:** You must be open and cooperative with the FCA, the PRA and other regulators.
- Rule 4:** You must pay due regard to the interests of customers and treat them fairly.
- Rule 5:** You must observe proper standards of market conduct.

Competence Requirements:

Professional/Academic Qualifications:

Desirable: Undergraduate degree in any area.

Experience/Knowledge

Essential: Administrative skills.
Desirable: Relation/Affinity with (West) Africa, financial markets.

Leadership:

N/A

Functional/Technical Skills:

Essential: MS Office.
Desirable: Bloomberg.

Interpersonal Skills:

Essential: Disciplined & organised, good communicator, attention to detail, willingness to learn.
Desirable: Ability to cope with disappointment and handle frustrations, ability to manage time efficiently, ability to perform under pressure or outside of defined job tasks.

Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FBN’s Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

	Competency	Level
1	Professionalism	2
2	Client Focus	2
3	Decision Making & Accountability	2
4	Working with Others	3
5	Change Orientation	3
6	Risk Awareness	3

Signed:

Date: