



The European Money Markets Institute has a vacant position of:

Benchmark Officer – Governance

The European Money Markets Institute is recruiting a Benchmark Officer with a main focus on governance. The position is temporary (initially until end of May 2023 with a possibility to be renewed until end 2023), full-time, and located in Brussels.

About the European Money Markets Institute

The European Money Markets Institute is an international non-for profit association. Its purpose is to support the smooth functioning and to facilitate the integration of European money markets and related financial markets. As such the European Money Markets Institute develops and administers robust benchmarks, such as EURIBOR and EFTERM, that are essential for financial markets and the broader economy. It also manages the STEP label which supports the integration and transparency in the European short term paper market.

The European Money Markets Institute was founded in 1999 – along with the introduction of the euro – by the national banking associations of the Member States of the European Union. Based in Brussels, the Institute has Europe anchored in its DNA.

We are a committed and open-minded multinational team which provides a diversity in expertise, ensuring transparency, excellence, and integrity.

Position specifications

Your team	<p>You will be part of the Operations Unit and report to its Head of Unit.</p> <p>The Operations Unit is responsible for all activities related to the provision of our product lines, which currently consist of the euro zone's most important critical financial benchmark EURIBOR as well as its fallback rate, EFTERM, and the commercial paper market label STEP.</p> <p>Furthermore, the Operations Unit implements internal operational processes, oversees outsourced processes, and interacts with contributing panel banks.</p>
Your role	<p>As part of a team of Benchmarks Officers you will participate to the control, monitoring and implementation of the daily data collection, calculation and publication processes of our benchmarks.</p> <p>In addition, your main focus will be to:</p> <ul style="list-style-type: none">• Monitor the implementation of the benchmarks governance frameworks and ensure that benchmarks operations are in line with regulatory and supervisory requirements and recommendations.

	<ul style="list-style-type: none"> • Monitor and follow-up on all aspects related to internal corporate governance documents that fall under the scope of the Operations Unit, and liaise with EMMI's Compliance Officer. • In collaboration with EMMI's Compliance Officer, prepare information and draft documentation in response to regulatory requests. • Act as the Secretary of the benchmarks Oversight Committees and of the Panel Bank Contact Group, preparing agendas and background documents, organizing meetings, and drafting minutes.
Your qualifications and experience	<p>You have the following qualifications and experience:</p> <ul style="list-style-type: none"> • Master's degree (or bachelor's degree plus 3 years of relevant experience) in Business Administration, Finance, Economics or Law • A minimum of 2 years of experience in at least two of the following qualifications: <ul style="list-style-type: none"> ◦ Secretariat functions of governing bodies, committees, working groups etc. ◦ Product governance, corporate governance, or compliance functions, preferably in the financial sector ◦ Preparing policy recommendations ◦ Financial market regulatory environment in general, benchmark regulation would be a strong asset ◦ Drafting of operational procedures
Your skills	<p>You demonstrate the following skills:</p> <ul style="list-style-type: none"> • You have strong organizational skills and can design, implement and coordinate efficient, effective and robust business processes • You can engage and communicate easily with a variety of different audiences and stakeholders • You are fully proficient in English, both oral and written; you have in particular excellent drafting skills • You systematically focus on accuracy and quality • You have the ability to work effectively under tight deadlines and adjust quickly and effectively to changing priorities.
Your behavioural attributes	<p>You commit to implement, for you and for your team, the following behavioural attributes</p> <ul style="list-style-type: none"> • Team work: we work in an environment of trust, we favour the exchange of information and stimulate the debate of ideas; we support each other in order to achieve the same common goal. • Accountability and result oriented: we are committed to focussing on effective results and we stand accountable for our actions and their consequences. • Learning and developing: we seek constantly to develop our abilities, knowledge and skills and embrace acquiring new skills.

<p>Our values</p>	<ul style="list-style-type: none"> • Transparency and harmonisation: we promote transparency and harmonisation as we believe that transparent and harmonised financial markets are key for funding the economy. This brings up economic stability and growth, which in turn increase society's resilience. • Integrity: we act as a trusted partner with a strong sense of ethics. • Operational excellence: we deliver the best possible output quality following robust, resilient and efficient processes.
<p>We offer</p>	<ul style="list-style-type: none"> • The advantage of a small organisation fostering a collaborative, dynamic and international environment; • Contributing to challenging work assignments; • Possibilities for developing your expertise, including professional trainings; • Benefiting from flexible working time and homeworking possibilities; • A competitive and attractive compensation and benefits package, including a group insurance.

To apply, send your complete application (including a letter of motivation, your CV, salary expectations and availability) to recruitment@emmi-benchmarks.eu.