Vacancy: Policy Intern
Deadline: Friday 5th July 2024

The Federation of European Securities Exchanges (FESE) is looking for a bright and enthusiastic intern to assist the policy team in its work. The internship will be for a minimum period of 6 months, with the possibility of leading to a permanent contract. The intern will report to a Senior Policy Advisor.

We are offering an exciting opportunity to gain valuable experience in an international trade association with Brussels as the operating base, providing hybrid facilities. This position is ideal for individuals eager to learn and grow in the field of EU affairs, with a focus on financial services.

Main duties include to provide support with:

- Support the FESE policy team in preparing briefings, agendas, working documents and minutes
- Contribute towards EU monitoring, projects, presentations, and surveys
- Prepare the weekly newsletter
- Statistical database which includes:
  - Coordination and collection of statistical data
  - Checking of monthly statistical input
  - Managing the quarterly analytical statistics review

Other tasks include:

- Support the team in the organisation of meetings and events
- Updating and managing the contact database

Applicants should:

- Hold a university degree in public/European affairs and/or in economics, law or finance
- Understand the IT setup (Office 365) with good command in Outlook, Excel, Word, and PowerPoint
- Have an interest in financial services and their policy implications
- Possess good organisational skills and attention to detail
- Be able to work in a team and in a multicultural environment
- Be proficient in English both written and spoken

Further details:

Start date: <u>As soon as possible</u>
This is a paid internship with some additional advantages.

To apply:

Please send your CV and motivation letter by email to Marián Caro, at caro@fese.eu.

Specify the title of the job offer in the subject of the email.

Only shortlisted candidates will be contacted.