

**PRIMARY MARKETS ASSOCIATE
MARKET PRACTICE AND REGULATORY POLICY
INTERNATIONAL CAPITAL MARKET ASSOCIATION (ICMA)**

Introduction

The International Capital Market Association (ICMA) is looking for an Associate to support its primary market constituents on a range of market practice and regulatory topics relevant to the issuance of bonds in the capital markets. The role is based in London and presents an exciting opportunity for a driven and capable individual, preferably with some level of legal financial markets experience to develop and progress their career within an expanding and dynamic international organisation.

Summary

In this role, the successful candidate will support the Secretariat to a range of primary market groups, including: the [Legal & Documentation Committee](#), the [Asia Pacific Legal & Documentation Committee](#), the [Primary Market Practices Committee](#), the [Asia Pacific Bond Syndicate Forum](#), the [Corporate Issuer Forum](#), the [Financial Institution Issuer Forum](#) and the [Public Sector Issuer Forum](#), including sub-groups and other working groups (together, the **ICMA Primary Market Committees**).

The geographic focus is primarily Europe but extends to Asia Pacific and other areas. The role will be based in London although there may be opportunities over time to travel to other European centres. The successful candidate will report to Ruari Ewing, Senior Director, Market Practice & Regulatory Policy (MPRP) and will also work closely with Katie Kelly and Miriam Patterson, Senior Directors, MPRP.

Role & Responsibilities

As support to the Secretariat of the ICMA Primary Market Committees, the successful candidate's role will include (with Senior Director guidance), but is not limited to:

Meeting preparation:

- Helping to organise and attend ICMA Primary Market Committee meetings, usually based in London. This will include preparing initial draft papers and agendas, taking detailed notes and preparing initial draft minutes and assisting with the execution of action points arising.

Research, drafting and communications:

- Monitoring, researching, facilitating discussions and reporting orally and in writing on relevant topics such as regulation, sustainable finance and digitalisation initiatives.
- Coordinating with members and other ICMA staff on advocacy, assisting with responses to regulatory consultations (including research and some initial drafting) and publications for the ICMA Quarterly Report, updating the ICMA website and communication of key issues across ICMA's membership.

Event organisation:

- Helping to organise relevant ICMA events, such as the ICMA European Primary Market Forum, which includes preparation for panels and recording ICMA podcasts on relevant topics.

Relationship management:

- Liaising effectively with other ICMA teams as required, including sustainable finance, fintech and digitalisation, events, education and communications to ensure a coordinated ICMA approach.

- Ensuring that membership of the ICMA Primary Market Committees remains current and participating in relationship communications with members.
- Engaging with other stakeholders, including trade associations, other market participants and potentially relevant official sector contacts.
- Addressing member and other queries and participating in ICMA membership initiatives such as new member meetings.

Required skills and experience

- ✓ Undergraduate degree or similar relevant qualification.
- ✓ Demonstrable awareness, understanding and willingness to learn legal concepts and technicalities relevant to the bond markets.
- ✓ Ability to pay attention to detail and to explain, contextualize and present clearly on complex and technical issues.
- ✓ Excellent communication skills, both written and verbal, in English.
- ✓ Strong personal organisational skills and an ability to multi-task, prioritise effectively and meet deadlines.
- ✓ Excellent team player with strong interpersonal skills who enjoys working collaboratively.
- ✓ Ability to work independently as needed.
- ✓ Right to work in the UK.

Desirable skills and experience

- ✓ Undergraduate degree **in law**, or post graduate diploma **in law** (or equivalent).
- ✓ Previous legal or financial services experience.

Benefits

ICMA offers a competitive remuneration and benefits package and accommodates flexible working. The successful candidate will work closely with other members of ICMA, building their skills and knowledge of the association and the industry as a whole. They will have access to ICMA's numerous educational and training offerings, enabling them to augment and expand their skill set (see [ICMA Education & Training](#) for examples of courses).

Diversity, equity and inclusion

ICMA is an equal opportunities employer and is committed to creating a diverse and inclusive environment both within the industry, and at ICMA itself. All employment decisions are decided on the basis of qualifications, experience and business need. We strongly encourage applications who are members of underrepresented communities to apply.

If you require reasonable adjustments to be made during the recruitment process, please do let us know. Any information you provide us in this respect will only be used to accommodate your requirements.

Note: we recognise that imposter syndrome is real - any candidate that does not perfectly fit every characteristic of this role is still strongly encouraged to apply.



Application process

If you would like to apply, please send a CV to Harry Round at Taylor Root, ICMA's consultants on this recruitment (harryround@taylorroot.com).

Further information

[ICMA Primary Markets](#)

[ICMA Quarterly Report](#)