



The European Money Markets Institute has a vacant position of:

Student Job in Risk & Compliance

The European Money Markets Institute (EMMI) is recruiting a Risk & Compliance Support Staff.

The position is for a Student Job from mid-June to mid-September (with a minimum of 2.5 days per week or a minimum of one month at full-time). Our Headquarters are located in Brussels.

About the European Money Markets Institute

The **European Money Markets Institute** develops and administers robust benchmarks, such as Euribor, that are essential for financial markets and the broader economy.

- We believe that harmonised and transparent money markets are key for funding the economy. This brings up economic stability and growth which, in turn, increase society's resilience.
- We act as a trusted partner with a strong sense of ethics.
- We are an international non-for-profit association working for the public good by facilitating the smooth functioning of euro money markets and fostering their further integration.
- We promote labels, such as STEP, standards, and practices that enable harmonised access to markets.
- We explore new initiatives, such as fallback rates, to answer market needs.
- We are a committed and open-minded multinational team which provides a diversity in expertise, ensuring transparency, excellence, and integrity.

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.

Position specifications

Your team	<p>The Risk & Compliance Functions are responsible for ensuring independent oversight and challenge to business activities by establishing and overseeing the implementation of risk and compliance management principles and processes.</p> <p>The Risk function is composed of two Officers while the Compliance function is carried out by one Officer.</p>
Your role	<p>As Risk & Compliance support staff you will focus on the following areas of activity:</p> <p>1. Third-party risk management (80% of the assignment)</p> <p>Risk Officers are improving internal practices to oversee management of third parties in line with regulatory requirements. The key element to ensure appropriate</p>

	<p>oversight is to have a complete and reliable Register of Information with all relevant contract and due diligence details.</p> <p>Your tasks will include:</p> <ul style="list-style-type: none"> • Confirm that the documentation related to the relationship with the third-party service provider is available and stored in the appropriate folder. This includes evidence of the selection process according to the Outsourcing Policy, last contractual agreement, due diligence and risk assessment documentation. • Review and update the information in the Register of Information based on latest contractual agreement and due diligence • Liaise with contract owners and with the Legal Officer to complete the Register of Information with additional information as applicable according to the template • Confirm that contractual agreements in force includes the mandatory requirements established by the Outsourcing Policy, in line with applicable regulations • Document gaps (as needed) in terms of mandatory documentation and contractual conditions based on the analysis performed above. <p>2. Law library (20% of the assignment)</p> <p>Compliance testing and Compliance risk assessment is performed on the basis of the regulatory requirements EMMI is expected to comply with. A Law Library is a database of all applicable requirements that facilitates regulatory reviews and testing as well as Management reporting.</p> <p>Your tasks will consist of:</p> <ul style="list-style-type: none"> • Gathering a list of the key regulatory requirements applicable to EMMI, based on prioritization and template defined by the Compliance Officer.
<p>Your qualifications and experience</p>	<p>You have the following qualifications and experience:</p> <ul style="list-style-type: none"> • You are a Law, Economics or Political Sciences Student or you are studying similar disciplines. • You have a good knowledge of MS Office (Word, Excel, Outlook, Power Point, SharePoint). • You are fully proficient in English, both oral and written, and have an intermediate command of French. • Previous experience with data management is a relevant plus.
<p>Your skills</p>	<p>You demonstrate the following skills:</p> <ul style="list-style-type: none"> • <u>Analytical skills</u>: you are able to gather, understand, process and organise data and information; you can do this in a structured and systematic way that also ensures evidence and audit trail. • <u>Fast-learning attitude and critical thinking</u>: you are motivated to learn and demonstrate ability to execute tasks in line with the guidance provided; at the same time you exercise critical thinking to evaluate information logically, independently and thoroughly and ask questions to be able to perform your tasks with the expected quality. • <u>Problem-solving skills</u>: you identify and timely escalate issues; you take a proactive approach to propose possible suitable solutions. • <u>Organizational skills</u>: you are able to manage the tasks assigned to you in an efficient and effective way based on the guidance provided by the Risk &

	<p>Compliance Officers; you understand and follow the prioritisation of activities and reach out timely for support in case of doubt.</p> <ul style="list-style-type: none"> • <u>Interpersonal and communication skills</u>: you communicate clearly and you are able to gather information and input relevant to your activity.
Your behavioural attributes	<p>You commit to implement the following behavioural attributes</p> <ul style="list-style-type: none"> • Teamwork: 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.
Our Values	<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.
We offer	<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

To apply, send your complete application (including a letter of motivation, your CV and availabilities) at recruitment@emmi-benchmarks.eu