

Full time position – Associate, Green and Social Bonds
ICMA Paris or London Office

Opportunity to work within ICMA's sustainable finance team and to be involved in a ground-breaking international market initiative in support of the green and social bond markets. The Associate would undertake the following main tasks:

1. Provide general support for the Green Bond Principles (GBP) & Social Bond Principles (SBP) as illustrated below:
 - Preparation of Steering and Executive Committee calls including agendas, minutes and all supporting materials
 - Preparation of Working Group calls including agendas, minutes and all supporting materials
 - Contribute to drafting of annual updates of key guidance documents including GBP, SBP and Sustainability Bond Guidelines
 - GBP/SBP Annual General Meeting and other events preparation
 - Collection and analysis of market related data both internal and external
 - Regular update of the GBP/SBP webpages and Resource Centre including the database of issuer, transaction and External Review templates
 - Preparation of the quarterly GBP/SBP Newsletter
 - Preparation and monitoring of Executive Committee elections
 - Administration of GBP/SBP membership and the related distribution list
 - Update of the supporting documentation of the GBP education/courses
2. Provide support to ICMA's Global Green Finance Council, as well as other Committees, Councils, working groups or technical initiatives for which the Paris office may have recurring or specific responsibilities. In this respect, conduct research and produce pertinent financial and market reports, relevant presentations and prepare minutes. All written materials need to be prepared in fluent English.
3. Participate in the evaluation by the Market Practice and Regulatory Policy team of new financial regulation, especially with respect to sustainable finance, and provide support to responses to related public consultations.
4. Contribute, in fluent English, to regular articles on market practice and regulatory matters in particular for the ICMA Quarterly Report
5. Structure and realise other projects as required.

Experience and Qualifications

- At least 5 years in investment banking, management consulting, legal or other financial services roles - with finance and ideally capital markets dimension
- Experience of engagement with financial regulation and/or sustainability or sustainable finance themes
- Strong academic track-record, ideally to masters level; including components on finance or financial regulation and ideally also sustainability
- Excellent writing and synthesis skills

- Excellent level of English (oral and written)
- Intellectual curiosity and agility
- Diplomacy / interpersonal skills
- Intercultural management / negotiation experience
- Financial and economic culture

Candidacies

Candidates should send a cover letter and CV to parisoffice@icmagroup.org by close on **Monday 10 September**.

Other information

International Capital Market Association (ICMA)

ICMA is the trade association for the international capital market with over 530 member firms from more than 60 countries, including banks, issuers, asset managers, infrastructure providers and law firms. It performs a crucial central role in the market by providing industry-driven standards and recommendations for issuance, trading and settlement in international fixed income and related instruments. ICMA liaises closely with regulatory and governmental authorities, both at the national and supranational level, to help to ensure that financial regulation promotes the efficiency and cost effectiveness of the capital market.

www.icmagroup.org

The Green Bond Principles (GBP), Social Bond Principles (SBP) and Sustainability Bond Guidelines (SBG)

The green, social and sustainability bond market aims to enable and develop the key role debt markets can play in funding projects that contribute to environmental sustainability or/and socio-economic challenges globally. The Green Bond Principles, Social Bond Principles and Sustainability Bond Guidelines (the “Principles”) promote integrity in this market through guidelines that recommend transparency, disclosure and reporting. The 2018 editions of the GBP and SBP remain framed by four core components (Use of Proceeds, Process for Project Evaluation and Selection, Management of Proceeds and Reporting), as well as recommendations for the use of external reviews. They also continue to emphasise the importance of the use of the recommended disclosure templates for issuers and the content of external reviews.

www.icmagroup.org/green-social-and-sustainability-bonds