

Job Description

Position Title:	Trainee Broker, Iron Ore/Coking Coal	Name:	
Business Division:	Global Energy and Commodities	Desk:	Iron Ore/Coking Coal Futures
Reports to:	Senior Iron Ore/Coking Coal broker, London	Location:	London

Corporate Culture and Guiding Principles

ICAP, part of TP ICAP group, is a leading markets operator and provider of execution and information services.

We are professional intermediaries playing a pivotal role in the world's financial, energy and commodities markets. Matching buyers and sellers, we create liquidity and price discovery in these markets and provide insight and context to our clients.

We operate a hybrid model where brokers provide business-critical intelligence to clients. It's supplemented by proprietary screens for historical data, analytics and execution functionality.

Globally, we're the leading provider of proprietary over the counter pricing information and a unique source of data on financial, energy and commodities products. Our market data is independent, unbiased and non-position influenced.

Our clients include banks, insurance companies, pension and hedge funds, asset managers, energy producers and refiners as well as risk and compliance managers and charities.

We are known in the market for our **Honesty, Integrity, and Excellence** in the provision of service to our clients. Above all else, we **Respect** our clients and each other, without bias. Employees are expected to uphold the values and principles of our cultural framework in performance of their job duties.

Role Summary:

- Promote ICAP as a company
- Support and pro-actively participate in the broking team business
- Generate revenues through client inter-dealer broking services
- Ensure timely input and recording of trades into systems
- Prepare and disseminate market reports
- Provide live market quotes to the market
- Cultivate and maintain new and existing client relationships
- Help to resolve trade queries and ensure trade discrepancies are resolved in a timely manner
- Identify trade opportunities and strategies
- Maintain accurate trade records
- Update real-time electronic whiteboards with market data

- Provide daily trade details to brokers and traders
- Provide news and market updates to the team
- Understand the underlying products being traded and stay abreast of developing markets
- Comply with ICAPs risk and compliance procedures
- Liaise with clients, (via telephone and face to face) to understand the business objectives of your clients as to provide a reliable and efficient broking service
- Develop new business with existing clients and on-board new clients following the correct process with the Client On-Boarding team

Risk Related Responsibilities:

Ensure that you understand the risks and controls on your desk; what could go wrong, what controls you have to prevent/detect or contain these.

- Set the tone for your area; be proactive and encourage behaviours which comply with policy
- Ensure that you are fully aware of and adhere to internal policies that relate to your role or any other activities for which you have any level of responsibility
- Report any breaches of policy to Compliance and/or your supervisor as described in the policy
- Escalate risk events immediately and log them within 24 hours using the risk event capture form on the intranet
- Provide input if requested to the Risk and Control Self-Assessment process, scenario analysis 'Deep Dive' reviews and any other risk management processes as required.
- Report all loss events, or near misses that could have resulted in a loss, in excess of the reporting threshold
- Observe proper standards of market conduct and ensure you are aware of, understand and comply with all regulatory, exchange or clearing house requirements applicable to your role
- Complete any mandatory training by the required deadlines
- Ensure that you adhere to the terms of any applicable desk mandate

Required registration:

FCA registration as and when required, in order to carry out role responsibilities.

Person Specification:

Knowledge and experience

- A strong understanding of derivatives and what role they play in financial markets.
- A strong understanding of the fundamentals of iron ore/coking coal, physical and financial implications
- Experience in a fast paced, highly pressured environment
- Experience working with market analytics

Skills

- Proficient in Mandarin (essential)
- Strong mathematical skills
- The ability to develop and maintain long-term relationships with traders
- Strong communication skills
- Strong ability to prioritise deliverables under pressure.

- Degree educated with a qualification in a relevant subject area (desirable)

**This job description is subject to the terms and conditions of your Service Agreement and Handbook.
You shall perform other such duties as the Company or any Group Company may reasonably require.**