

AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

Our employees are our most valuable asset. Being able to offer an attractive work environment where talented minds from various backgrounds are keen to work is key to the long-term success of our company. We firmly believe in the importance of maintaining the open culture of a small company, aiming to avoid bureaucracy and encouraging a flexible, accessible and hands-on working style across the Group. In turn, our people reward us with their loyalty.

Trainee - Information Technology

Function:

Information Technology

Department:

IT Infrastructure and Operations - Projects

Trainee Programme Overview

The Investment2020 Trainee Programme at GAM is aimed at both school/college leavers as well as graduates. The purpose is to enable individuals with limited or no exposure to financial services to start their careers in the investment management industry and gain the skills and experience required to progress their careers within the industry.

This Investment2020 Trainee Scheme at GAM will be for a fixed term of 12 months and the salary will be £20,000 per annum. Trainees will also receive a bonus of £2,000 on starting with GAM to assist with expenses, travel etc. Trainees will also be eligible for a number of Company benefits, some of which are listed below, in addition to having the opportunity to get involved with the Sports and Social Club activities.

All Trainees will be part of the wider Investment2020 community with the opportunity to build relationships with Trainees outside of GAM through both social and professional events. Trainees will receive extensive 'on the job' training by being assigned to a specific department for the duration of the 12 month contract. Individuals will be assigned a mentor for the duration of the Programme and will gain exposure to the different teams within the department and have the opportunity to get involved with a variety of tasks and projects.

As well as Investment2020 centrally organised learning and development opportunities and additional training organised by our in-house Learning & Development Department, Trainees will be given the opportunity to start an industry recognised professional qualification. Individuals will be provided with training and experience to deliver a presentation and gain exposure to public speaking as part of the Trainee Scheme.

Department Overview

The Information Technology function plays a crucial role in supporting the success of GAM. It has responsibility for implementing IT systems and services to support our fund management, trading, distribution and operational areas and for maintaining a stable and resilient IT infrastructure platform.

Main Duties & Responsibilities

Financial:

- Assisting the Head of Infrastructure Projects in all elements of IT Financial Management
- Understanding the different IT disciplines, on a global basis, and how they are managed in the budget.
- Raising purchase orders and appropriately coding them to create a committed spend position
- Tracking invoice spend and producing budget vs committed vs actual reporting
- Working closely with the Finance and Procurement functions
- Proposing and implementing process changes to ensure the IT budget is run efficiently

Project:

- Assisting the Head of Infrastructure Projects in the administration of the IT Infrastructure project programme/portfolio
- Acting in an "assistant to project manager" role where required across IT Infrastructure projects and gaining an understanding of project management methods
- Interacting with the GAM Project Management Office to ensure that project governance requirements are met

Skills and Personal Attributes

- Strong organisational skills
- Ability to work to time critical deadlines with accuracy and attention to detail
- Self-starter with a 'can do' attitude
- A strong desire to learn
- Strong written and verbal communication skills

Benefits

GAM offers a comprehensive range of benefits and performance-based compensation, along with a variety of lifestyle and family benefits to promote well-being in and out of the workplace. These benefits vary according to local market conditions. Please contact the local Human Resources team for further details.

Location:

London

Employing Company:

GAM (UK) Ltd

Reporting to:

Mark Taylor
IT Infrastructure Programme Manager
IT Infrastructure & Operations

Contract:

Fixed Term Contract
(12 Months)

SMCR*:

- Is this a 'Senior Manager' position? NO
- If yes, what is/are the Senior Management Function(s)?
- What are the Prescribed Responsibilities?
- Is this a 'Certified Person' position? NO
- Under which criterion(a)? (list of 8 criteria)

MiFID (UK only)

- Advice giver NO
- Information provider NO

* relevant for any people regardless of location who interact with UK clients

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