



## Fidelity Operations Apprenticeship Programme - September 2021

Title:	Associate
Department:	Operations
Location:	Kingswood, Surrey
Reports To:	Team Leader
Job Type:	Fixed Term Contract
Salary:	£20,000 with a £500 sign-on bonus
Apprenticeship:	<a href="#">Investment Operations Technician (Level 3)</a>

### Introduction

At Fidelity International, we see our apprentices as a vital part of our business. We'll give you the support and training you need to succeed, whilst gaining a qualification. In return, you'll help us deliver world class services and become highly knowledgeable about our business.

### What you'll be doing:

We don't expect you to come straight in and know everything about what we do.

As an apprentice, and whatever you've studied, we'll help make sure you get the most out of your time with us.

Retail operations is a team that is responsible for ensuring the smooth functioning of a Fidelity customer's financial or non-financial instruction. The team perform varied tasks that take care of different stages of the customer's journey and that includes creating an account, placing a deal, correcting errors, settling deals, monitoring fraud, transferring holdings from other companies to Fidelity and so on.

You'll be responsible for ensuring customer (internal Fidelity employees and external Fidelity investors) instructions are dealt with accurately and in a timely manner.

The specific duties of your role will depend on the team you join but you can expect to work with various teams across different locations to ensure tasks are completed on time and potential issues are escalated as appropriate. Alongside your day to day role, there will also be opportunities to get involved with additional projects within and outside of your team.

### What we look for:

We're looking for people that are interested in both the industry and the sector but ultimately those that are looking for a career which will reward them in both job satisfaction and development. During your apprenticeship, you will gain important insights and skills which will prepare you well for your future career, as well as learning from some of the best in the industry.

- You don't need to have a customer focused or communications related background, but an interest in people, customer satisfaction and problem solving are attributes we admire.
- You will have the ability to build rapport and networks with fellow employees internally and customers externally and will look for new ways to improve the services we offer through showcasing Fidelity's values of integrity and trust.
- You'll be highly energetic and inquisitive with a creative mind and will continuously look to identify new ways of working and solving problems.
- We value candidates who still have an interest in learning and who want a career that rewards them financially as well as with job satisfaction because we're investing in your career for the long-term.

**We welcome applications from students from all educational backgrounds. If you're inquisitive and ambitious, an apprenticeship at Fidelity could be a great opportunity for you.**

As a minimum requirement you'll need to:

- Have achieved at least 5 GCSEs (A\* - C or 9 - 4) two of which we prefer to be English and Maths
- **Be available to join us in September 2021**
- Have good computer skills (knowledge of Microsoft Word, Excel and Power Point preferred)



- Have excellent communication skills

Our clients come from all walks of life and so do we. We are proud of our inclusive culture and encourage applications from the widest mix of talent, whatever your age, gender, ethnicity, sexual orientation, gender identity, social background and more.

As a flexible employer, we trust our people to perform their role in the way that works best for them, our clients and our business. We are a disability-friendly company and would welcome a conversation with you if you feel you might benefit from any reasonable adjustments to perform to the best of your ability during the recruitment process and beyond.

### Training and Development

Over your two-year apprenticeship programme, you will be based in our Surrey offices, where you'll not only learn how our operations team contribute to making our organisation work seamlessly, but also build your knowledge of the wider business.

You'll start your apprenticeship with a mini induction, during which we'll introduce you to investment management and how it fits into the City. After that, there are many more ways to develop your skills as your apprenticeship progresses.

At every stage, your development will be underpinned by the best apprenticeship training and professional certified courses.

Unlike other firms that hire on a volume basis, we take on a select number of apprentices. You will be highly valued here, so your development is heavily invested in from day one.

Social and networking events will help you get to know our people and culture. All the while you'll be learning on the job, working to clear goals and understanding your own potential.

### Future Opportunities

During your time with us you'll get to learn even more about what you enjoy, what you're great at, and how to develop the career path that's perfect for you. Our apprenticeship programmes may even lead to full-time opportunities, if that's what you're looking for.

### How to Apply

Please submit your application, including CV [here](#) or via [careers.fidelityinternational.com](https://careers.fidelityinternational.com) by **Friday 19 March 2021 at 5pm**.

**We've worked hard to ensure our new process is fast and efficient. That means our application deadline is not about just 'getting your foot' in the door by 19 March, you need to apply and pass the online strengths-based assessments by 19 March 2021 at 5pm.**

All assessment centres will take place in April 2021.

For any enquiries regarding your application, you can reach us at [earlycareersatfidelity@fil.com](mailto:earlycareersatfidelity@fil.com).

### About Fidelity International

Fidelity International offers investment solutions and services and retirement expertise to more than 2.4 million customers globally. As a privately-held, purpose-driven company with a 50-year heritage, we think generationally and invest for the long term. By combining our asset management expertise with our solutions for workplace and personal investing, we work together to build better financial futures.

Our people are passionate, engaged, smart and curious, and we give them the independence and the confidence to make a difference. While we take pride in the excellence of our investment solutions and client service, we know we can always do better. We are honest, respectful and make tough calls, challenging the status quo to achieve better outcomes through innovation. Above all else, we always put our clients first.

We know that having a diverse range of employees and an inclusive environment where people can be themselves leads to better business and Fidelity is about creating a culture where people's differences are welcomed, encouraged and celebrated.

### Our Values

All our people must be able to demonstrate affinity with the Fidelity core values:

**Integrity** – Doing the right thing, every time and putting the client first

**Trust** – Empowering each other to take the initiative and make good decisions



### Our Behaviours

All our people must be able to operate in accordance with our behaviours:

- Brave** - Challenging the status quo, being accountable and speaking up
- Bold** - Acting with conviction, encouraging diverse thinking and keeping things simple
- Curious** - Learning to do new things in better ways and encouraging fresh thinking
- Compassionate** - Having empathy, caring for colleagues, clients & community