

## **2021 Fund Accounting Apprenticeship Programme**

### **Who we're looking for**

If you've just finished school or college, and gained A-levels or BTECs, and you're not sure that university is for you, then our Finance and Accounting Apprenticeship Programme provides you with a chance to take the first step in your career and earn while you learn.

You'll be part of our Finance and Accounting team within our Real Estate infrastructure business. You'll be part of a vital function helping support the real estate business so we're looking for individuals who have a keen eye for numbers, an analytical mind-set and an appetite for challenge.

You will get hands-on experience with the department, find out how the Finance and Accounting team operates within Schroders as well as working towards your Professional Accounting qualification.

### **About Schroders**

We're a global investment manager. We help institutions, intermediaries and individuals around the world invest money to meet their goals, fulfil their ambitions, and prepare for the future.

We have around 5,000 people on six continents. And we've been around for over 200 years, but keep adapting as society and technology changes. What doesn't change is our commitment to helping our clients, and society, prosper.

### **The base**

We moved into our new HQ in the City of London in 2018. We're close to our clients, in the heart of the UK's financial centre. We offer flexible working appropriate for a client solutions focussed role.

### **Investment20/20**

You will join as an apprentice as part of the Investment20/20 programme, you will have opportunities to meet and network with trainees across the industry and participate in training, socials and insight events.

### **The team**

Our award winning Real Estate department is an integral part of Schroders' Private Assets division. We manage a broad range of real estate funds globally, including open/closed ended direct funds, listed REITs, mutual funds investing in global real estate securities as well as private partnership and multi-manager funds. Schroder Real Estate also manages joint ventures and separate accounts meeting specific client investment objectives.

The Real Estate Fund Accounting team, based across the UK and Luxembourg, is part of the Real Estate department and provides core accounting services, plus investment/ product support to the real estate fund range in UK & Europe.

### **What you'll do**

As a Schroders apprentice, you will spend 20% of your time working towards achieving your Professional Accounting qualification, the rest of your time will be spent working with your team and gaining the skills you need to build your expertise. Some of the tasks and projects you'll be involved in are:

- Supporting the month end close process, including calculating cost and fee accruals and preparing financial reports
- Assisting with the review and preparation of financial statements
- Assisting with the review and preparation of NAV calculations
- Completing analytical review on results/balances and recording results
- Updating and verifying internal records pertaining to our structures
- Assisting with queries and questions from the business and supporting with administrative duties and ad-hoc requests for analysis

### **The knowledge, experience and qualifications you need**

- Although we usually ask you to have achieved at least 96 UCAS points to be eligible for this role, we appreciate the need to be flexible given the on-going pandemic and disruption to your school/ college life. If you've achieved a little under 96 UCAS points in the academic year 20/21, we would still encourage you to apply
- You must be 18 years old by Monday 6th September to apply for the 2021 intake

### **The knowledge, experience and qualifications that will help**

- Numerate and enjoys problem solving – you'll have solid numerical skills and a high attention to detail
- Happy to get involved in variety of tasks and projects
- Genuine passion and interest in real estate

Ultimately, we can teach what you need to know about the job we just need you to bring your drive, passion and enthusiasm to make the most of the opportunity to start building your career.

### **What you'll be like**

- You'll be an enthusiastic self-starter who is eager to learn more about our industry and our business
- A team player with good communication skills and a pro-active approach to getting things done, you'll love a challenge and are keen to work in an exciting, fast paced environment
- You'll be flexible and eager to learn and enjoy working with others to get the best results

### **We're looking for the best, whoever they are**

Schroders is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.

Please note we recruit on a rolling basis so recommend you apply early.

**Start date:** Monday 6 September 2021