

Title: Fund Maintenance and Governance Trainee (Investment 2020 12 month FTC)
Location: London
Reports to: Tim Harrison, Executive Director

BNY Mellon Investment Management:

BNY Mellon is a global financial services company focused on helping clients manage and service their financial assets, operating in 36 countries and serving more than 100 markets. BNY Mellon is a leading provider of financial services for institutions, corporations and high-net-worth individuals, providing superior asset management and wealth management, asset servicing, issuer services, clearing services and treasury services through a worldwide client-focused team

BNY Mellon's Investment Management business is based on a multi-boutique strategy. The Boutiques are World-class investment firms with best-of-breed talent and unique cultures combined with the global scale and strength of BNY Mellon Investment Management. These boutiques connect investors with opportunities across every major asset class, globally. Today, we have eight investment firms, one of which is Alcentra.

Alcentra Overview:

Alcentra is one of BNY Mellon Investment Management's specialists, and they focus their skills on the sub-investment grade debt capital markets in Europe and the U.S. Their objective is to deliver strong, risk-adjusted returns that are less correlated, through a complementary suite of traditional and alternative credit strategies. In pursuing this objective, their investment strategy and approach to credit selection are based on intensive fundamental research and credit analysis, combined with active portfolio management to minimize credit losses.

Investment20/20 Trainee Programme:

While you may not have an in-depth understanding of the investment management industry, our programme will introduce you to this very worthwhile and exciting industry and the variety of work and opportunities it has to offer.

The candidate will gain industry knowledge and experience and develop relationships that will enable you to progress your career. As a trainee at Alcentra, you will be part of the wider Investment20/20 trainee community across the industry. You will be invited to training and social events, organised by Investment20/20, to have a chance to network with over 200 other trainees in the same position as you.

Job Purpose:

An opportunity has arisen for a driven individual to join our Fund Origination and Investment Structuring team. The team consists of three senior managers whose primary responsibility is the structuring, development and implementation of new fund mandates and the maintenance of existing product mandates. The team also chairs the Alcentra Product Governance Committee overseeing all matters concerning the ongoing good governance of the firm's investment mandates.

Based in London, working closely with the rest of the team, the role will primarily be responsible for fund maintenance, regulatory reporting and relationship management. In particular, the trainee will be responsible for developing and maintaining a "golden source" of fund

documentation and records and for serving as first port of call to respond to any internal or external record-related queries.

You will be working within the Fund Origination team but interacting with all parts of the firm providing an invaluable opportunity to gain an understanding of the business of asset management at an entry level.

Key Responsibilities include (but not limited to):

- Assist in development of a Product Master of client records and documentation;
- Maintenance of the Product Master;
- Act as Relationship Manager for Know Your Client (“KYC”) sign offs for ongoing periodic monitoring by Alcentra of fund relationships;
- Act as central point of contact for counterparty KYC on Alcentra Funds (ISDA; Loan brokers, Warehouse providers etc)
- Assist in regulatory reporting including (but not limited to) regular reporting to the Bank of New York financial and regulatory teams;
- Assisting with the development and production and continued enhancement/ development of management information;
- Assist with the production and upkeep of process documentation;
- Support for a wide range of Financial Origination and Product Governance ad hoc and special project activities.

Candidate Profile:

- Bright, motivated individual with a keen attention to detail
- Able to grasp new concepts and ideas quickly
- Excellent interpersonal skills both written and verbal
- Educated to Degree level, Law, Finance or Accounting, but not essential
- Strong IT skills, preferably with some experience of managing databases, but not essential
- An interest in pursuing a career in finance

Our expectation is that people will bring:

- Enthusiasm
- Motivation
- Ownership

BNY Mellon Investment Management is an Equal Employment Opportunity Employer

Please apply here -

<https://bnymellon.eightfold.ai/careers?pid=2280498&query=alcentra%20fund%20mai&domain=bnymellon.com>

Closing date – 26th February 2021

Start date - ASAP