

# Investment 2020 Trainee - 12 months – Legal & Compliance Trainee

## Vanguard

We are Vanguard. Together, we're changing the way the world invests.

For us, investing doesn't just end in value. It starts with values. Because when you invest with courage, when you invest with clarity, and when you invest with care, you get so much more in return. We invest with purpose—and that's how we've become a global market leader. Here, we grow by doing the right thing for the people we serve. And so can you.

We want to make success accessible to everyone. This is our opportunity. Let's make it count.

## Working at Vanguard

Vanguard isn't like other investment companies. We call our employees the "crew" because we feel that we belong to something bigger than our day jobs.

We're on a mission to change the way the world invests, and that mission is underpinned by a desire to do the right thing for investors, for each other and for the wider society.

In Europe, our mission is underpinned by four core values which we believe define us when we are operating at our best:

- Care – others before self
- Inclusion – everybody matters
- Curiosity – learn, adapt and evolve
- Excellent – healthy process, exceptional results

## Stand up for investors and advance your career in Legal & Compliance at Vanguard!

The Legal and Compliance teams are vital supporters of Vanguard's ability to deliver great results to its clients. Team members work to anticipate, understand and mitigate key risks and advise, interpret and provide judgement along the way. In this role, you will quickly learn about financial services regulations and experience discussions on legal advice, conduct and contract management. You will also be able to see how we influence companies on their social and environmental impact through interactions with our Investment Stewardship colleagues, as well as understanding the role of the government and regulators via our Government Relations team.

## Programme information

You will join as a trainee as part of the [Investment20/20 programme](#). While we can't guarantee a permanent position at the end of the 12 month contract our traineeship will introduce you to investment management and you will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent role. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 200 trainees across the industry and participate in socials and insight events.

Our trainee programme is for 12 months. You will receive the equivalent of £22,000 and 25 days annual leave per annum. All roles are based in London.

**This role comprises two six-month rotations in the Legal and Compliance teams.**

**In the Legal team you will learn about:**

- Regulatory Change - build awareness of regulation and how it impacts asset managers;
- Sustainable Finance - learn about European Product and Sustainable Finance by supporting the product lawyers in the launch of ESG (environmental and social governance) funds and learning about the product lifecycle from research to launch;
- Client Documentation and Commercial Contract Support - understand common terms, obligations and liability provisions in commercial contracts;
- Team Function and Operation - learn about the operation of a Legal team, by helping with capacity and planning.

**In the Compliance team you will learn about:**

- Anti-Money Laundering – how we ensure that the money that arrives into the firm has not arisen from criminal activities. You will work closely with individuals who triage high-risk cases and help manage those cases through to closure;
- Code of Ethics – all financial firms have a code of ethics standard which must be adhered to by employees. You will support the team to demonstrate to the regulator that we operate to the highest ethical standards;
- Infrastructure – assist with collating management information and assisting the team to meet its regular tasks.
- Shadow and learn – there will also be an opportunity to shadow senior members as they go about their day to day work, by attending meetings, and providing input if needed, to gain a good understanding of the business and support provided by the Compliance function.

Software used throughout the working day and on ad hoc projects includes Microsoft Office (Excel, PowerPoint, Visio, Word, Outlook) and other systems used in our Legal and Compliance work.

**What it takes - successful candidates will be/have:**

- A school/college leaver or graduate with an interest in legal matters and financial regulations
- Excellent attention to detail
- Great communication skills, both written and verbal
- Ability to work as part of a team
- Comfort with working to strict deadlines
- Perseverance, flexibility, and positivity
- Conscientious, accountable, passionate about doing a great job
- Keen and willing to learn, pick up new tasks, processes and procedures
- Excited by and share our core values of care, inclusion, curiosity and excellence

## How to apply

Please apply online by 14 May by submitting a CV and, as part of your application, **please answer the questions below in 250-300 words per question. You will need to save your answers in a document, which you will upload along with your CV.** You can use examples from your work, education or home life.

### Questions:

- Tell us about your greatest achievement. Why is it your greatest achievement? What did you learn from it?
- Tell us about a time when you have worked in a team environment to achieve a shared goal.
- Tell us how you reflect Vanguard's core values in your daily life.

Click here to apply: [Vanguard - Legal and Compliance Trainee](#)

Closing Date: 14 May

Start Date: August/September 2021

### Inclusion Statement

Vanguard's continued commitment to diversity and inclusion is firmly rooted in our culture. Every decision we make to best serve our clients, crew (internally employees are referred to as crew), and communities is guided by one simple statement: "Do the right thing."

We believe that a critical aspect of doing the right thing requires building diverse, inclusive, and highly effective teams of individuals who are as unique as the clients they serve. We empower our crew to contribute their distinct strengths to achieving Vanguard's core purpose through our values.

When all crew members feel valued and included, our ability to collaborate and innovate is amplified, and we are united in delivering on Vanguard's core purpose.

Our core purpose: To take a stand for all investors, to treat them fairly, and to give them the best chance for investment success.

### Special Factors

Vanguard is not offering visa sponsorship for this position

### ***DIRECT APPLICATIONS ONLY***

*Please note, current suppliers and potential suppliers are not permitted to communicate with or contact or send or otherwise provide any speculative resumes to any department, business unit, subsidiary or affiliate of Vanguard, or any employee thereof, at any time unless expressly instructed or permitted by a member of Vanguard's HR department. For the avoidance of doubt, Vanguard will not pay any fees to a supplier or potential supplier in respect of any candidate unless Vanguard HR has either requested the referral or given its prior written consent to the referral. If you would like to partner with Vanguard Europe, please contact [recruitment\\_europe@vanguard.com](mailto:recruitment_europe@vanguard.com) and we will be in touch if we need further information and/or if we need additional support.*