

Title: **Liquidity Management Trainee**  
 Location: **London**  
 Reports to: **The Head of Liquidity Management**  
 Open to: **Graduates**

**Company 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. Alcentra is part of BNY Mellon Investment Management, one of the world’s largest investment managers.

**BNY Mellon Investment Management:**

At BNY Mellon Investment Management, we believe the right results begin with being relevant to every client, whether it is engaging with them to create solutions, offering diversified strategies or providing insights for better-informed decisions.

That is why we designed a model built around investors’ needs to offer the best of both worlds: world-class investment firms with best-of-breed talent and unique cultures combined with the global scale and strength of BNY Mellon Investment Management. We connect investors with opportunities across every major asset class, globally. Today, we have eight investment firms, one of which is Alcentra.

We believe this is how investing should be and we are looking for talent to help us deliver on our promise.

**Job Purpose**

To join a newly formed and enthusiastic Global Operations team that is purposed to facilitate the generation of our Net Asset Value reports, Investor Reporting and Cash Monitoring and Management across the closed ended funds. Strategies encompass Special Situations and Structured Credit.

**Key Responsibilities**

- Assist with daily cash management and reconciliations.
- Assisting with FX trades bookings and preparation of FX hedge rolls packs
- Assisting team with shadow accounting, NAV calculation and oversight of reconciliations
- Assisting with requests from the business development and portfolio management teams
- Working with BNY Middle Office and Third-Party Administrators, answering queries, participating in calls and discussions
- Participation in the annual audit process
- Preparation of investor and performance reporting

**Our expectation is that people will bring:**

- Customer service skills, perhaps gained through a part time role
- Accountability
- Good making choices

**Requirements**

- Some understanding of accounting desirable but not essential
- Reliable, personable and good work ethic
- Detail orientated and accurate with good organizational skills
- Eager to think outside of the box and enjoys problem solving
- Good knowledge of Excel
- A motivation to develop a long-term career in asset management
- Excellent written and oral communication skills
- Flexible team player able to work on multiple projects and meet deadlines

*BNY Mellon Investment Management is an Equal Employment Opportunity Employer*

**Closing date:** 3<sup>rd</sup> March 2021

**Link to apply:**

<https://bnymellon.eightfold.ai/careers?pid=7126223&query=alcentra&domain=bnymellon.com>