

## **Investment Operations Trainee - Investment20/20 Trainee – Pension Protection Fund**

### **Pension Protection Fund - Company Overview**

The Pension Protection Fund's (PPF) main function is to provide compensation to members of eligible defined benefit pension schemes, when there is a qualifying insolvency event in relation to the employer, and where there are insufficient assets in the pension scheme to cover the Pension Protection Fund level of compensation.

PPF is passionate about its people and values. Our ICARE behaviours below sets out what is expected of all roles in the PPF in line with our values.

#### **Integrity – Do the right thing**

- Doing the right thing for our customers and managing our resources well to ensure we deliver the right solutions in the right way

#### **Collaboration – Work as one**

- Collaborating across the organisation to achieve the appropriate outcomes for our customers, contributing to the continued growth and success of the PPF by taking an active role in how we deliver and how we work together to make a difference to an individual's financial landscape

#### **Accountability – Own your own actions**

- Taking personal ownership for the outcomes we have been asked to deliver, being responsible for the quality of those deliverables and ensuring that we perform at our best for our customers and each other.

#### **Respect – Value every voice**

- Valuing the contribution others bring, allowing everyone to contribute and being fair and inclusive to those we work with in order to deliver the most effective solutions for our customers.

#### **Excellence – Be your best**

- Always ensuring we are delivering the best solution to the best of our ability for our customers, taking the time to reflect on what we deliver and how we work and acting on lessons learnt

### **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 fixed-term contract, a high percentage of our Investment20/20 trainees are offered permanent positions.

Our trainee programme will introduce you to Investment Management and you will gain industry knowledge, skills and develop relationships enabling you to progress your career. We aim to support you in achieving a professional qualification if this is something you are interested in doing. 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 a 12 month fixed-term contract paying £25,000. You will receive a generous rewards package including private medical insurance, health cash plan, critical illness insurance, 26 days annual leave, volunteering leave and a choice of generous defined benefit (Civil Service) or defined contribution pension scheme. This role is based in our Croydon Head Office.

### **The Role**

As an Investment Operations Trainee learn about and contribute to all Trading, Data Management and Service Assurance aspects of the Investment process of the PPF. These include:

- Responsibility for daily quality assurance including but not limited to trading, cash reconciliations and the production of Management Information reports
- Learn and manage the daily trade life cycle of all assets within PPF.
- Learn and support the requirements of Front and Back office and the key service providers.

### **Responsibilities include**

- Data Integrity checks Daily /Monthly to secondary sources. Investigate differences and propose any required changes.
- Assist in the production of Management Information.
- Support of Trading process for internal & external trades, review trade economics and add any additional data derived from a secondary source if appropriate
- To assist and manage Counterparty, Benchmarks and new account set ups in the Aladdin system
- To assist in Manual pricing /sector updates & internal ratings updates in the Aladdin system
- Liaise with other teams within the organisation in support of resolutions and process improvements

### **Requirements**

If you are a graduate with an inquisitive nature, keen to learn and take responsibility for your own personal development and have the following skills, we would like to hear from you:

- Bachelor's Degree in Economics, Business or a finance / analytical-related subject backed-up with competitive A-Level (or equivalent) results
- Excellent verbal and written skills
- Keen interest in Financial markets
- An understanding of investment products; Equities, Fixed Income and Derivatives
- IT Skills in Microsoft Office, including experience with Microsoft Excel (using macros is desirable)
- Highly numerate with good attention to detail
- Lateral thinker with an aptitude for problem-solving
- Ability to be self-managing as well as working as part of a team, and comfortable working in a process-oriented environment

### **How to apply**

Apply online here [– PPF Investment Operation Trainee Application](#)

You will have the opportunity to complete a short application form, upload a CV and **as part of the online application, be prepared to answer the 4 questions below in 250-300 words each:**

- Why are you applying for this trainee programme?
- Tell us about the most interesting project or piece of work you have completed as part of your studies (school/college or university)? What did you have to do and what was the outcome?
- What type of investment products most fascinate you and why?
- Please outline your experience of the financial markets

Please select Investment20/20 from the menu when asked where you heard of this role.

*Candidates shortlisted for the next stage will be asked to attend a competency interview (either face to face or over video technology)*

**Key dates**

- Online applications close Midnight - 27<sup>th</sup> June 2021
- Interviews late June / early July 2021
- Start date July / August 2021
- Unsuccessful candidates at CV submission stage will be notified by email

*We are a Disability Confident Leader, the highest accreditation under the Disability Confident Scheme. If you have a disability and meet the essential criteria for this role you will be guaranteed an interview.*

*We embrace diverse talent welcoming people with different beliefs, backgrounds and ways of working, and we aim to create an environment in which everyone can be themselves.*

*We are a flexible organisation and welcome the opportunity to talk about what arrangements may work best for you.*