



Investment Operations Support Apprentice with M&G plc

Employer: M&G plc

Posted By: BPP Professional Apprenticeships

General Information

Location: London, EC3M 5AG

Total Vacancies: 1 **Hours Per Week:** 35.00

Hourly Wage: £11.49 **Weekly Wage:** £402.15

Short Description: The Investment Administration department at M&G is looking for an Apprentice to join its Alternative Asset Operations Team. The role will be working within a small but dedicated team responsible for all post execution activities and lifecycle monitoring of all Loans, Private & Alternative assets. The majority of the assets are capital, lent to companies either as bilateral or syndicated deals. The money lent incurs interest on a fixed or floating rate basis.

Full Description: The key responsibilities for this role include processing, settlement, reconciliations and the ongoing lifecycle management of all Loans, Private and Alternative Assets, across a considerable number of funds. The role is within a growing specialised asset type which has a very close-knit family within the Market. The role will provide excellent exposure to several key stakeholders across M&G.

The scheme will provide successful candidates with a very hands on and practical introduction to Loans and Alternative Private Assets.

Your daily duties will include:

- Ensuring trades are entered into M&G systems accurately
- Liaising with Fixed Income teams to help answer queries
- Undertaking all of the activity associated with the life of a loan
- Reviewing any differences between systems and money received at bank for a loan and to ensure that outstanding loan amounts match
- Monitoring of income, other payments and amounts due
- Helping team in building both internal and external relationships
- To ensure that all data relating to a loan and the borrower are updated correctly
- Undertaking rotations to learn about other areas of Investment Operations
- Liaising with internal operations teams and external loan borrowers.
- Running reports required to ensure that accurate data is captured at all times

Future Prospects: This is a fixed term contract for 18 months upon which the business may decide to retain, subject to the Apprentice performance, headcount and available funding. If recruited into a permanent role, the individual will follow the career progression applicable to the specific role/department.

Employer Description:

About M&G plc

M&G plc is an international savings and investments business, managing money for both individual savers and institutional investors in 28 markets. As at 30 June 2020, we had £339 billion of assets under management and administration, around 5 million retail customers and more than 800 institutional clients.

With a heritage dating back more than 170 years, M&G plc has a long history of innovation in savings and investments, combining asset management and insurance expertise to offer a wide range of solutions. We serve our savings and insurance customers under the Prudential brand in the UK and Europe and for asset management in South Africa, and under the M&G Investments brand for asset management clients globally.

At M&G our vision is: to become the best loved and most successful savings and investment business and we're looking for people who are excited about joining us on our journey.

To help us achieve our vision we're looking for exceptional people who live our values and behaviours:

- Inspire Others - Support and encourage each other, creating an environment where everyone can contribute and succeed
- Embrace Change - Be open to change, willing to be challenged and able to adapt quickly and imaginatively to new ideas
- Deliver Results - Focus on outcomes, set high standards and deliver with energy and determination
- Keep it Simple - Cut through complexity and bureaucracy, be clear and decisive and never over complicate things

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles.

Company Website:

<https://global.mandg.com/>

Framework:

Investment Operations Specialist

Training Provided:

As an Investment Operations Specialist with BPP, you will undertake the L4 Investment Operations Specialist (IOS) Apprenticeship. Apprenticeship. The apprenticeship will be delivered through a blend of live online learning, pre-recorded lectures, and face to face inductions and masterclasses

Duration:

18 months fixed term contract

Skills Required:

It is expected that the successful candidate will demonstrate the following skills:

- Highly motivated, enthusiastic and driven to succeed
- A numerate, logical and analytical approach
- Proactive in learning new skills
- Excellent written and verbal communication skills as there is a high level of contact with agent banks and several trading desks
- Proficient in Microsoft Excel with willingness to develop these

- skills further
 - Willingness to take part in further qualifications post Apprenticeship
- Personal Qualities:**
- The successful applicant will have a genuine interest in career in Investments
 - Applicants who succeed with us are self-motivated, capable of building and maintaining relationships and work effectively as part of a team
 - The successful applicant will have an inquisitive and analytical mind and an efficient approach
- Desired but not essential
- Experience of preparing written and verbal communications for a range of audiences
- Qualifications Required:** Ideally, the candidate will have either a minimum of 2 A levels (or equivalent) or 5 GCSEs with good grades in Maths and English (A-C) or relevant 2 years work experience of an office or business environment.
- Other Information:** Please ensure that you apply for the position as soon as possible to avoid disappointment. The closing date is a rough guideline as to when an advert will close. The advert may close before the given closing date if the employer has filled the position(s). BPP have a dedicated team who support students with disabilities, learning difficulties, health conditions and wellbeing. Please contact us at apprenticeshipapplications@bpp.com if you have any queries or would like more information.
- Closing Date:** 16/04/2021
- Start Date:** 20/09/2021
- Interview Date:** May/June 2021