

2021 Operations Apprenticeship Programme - Horsham

Who we're looking for

If you've just finished school or college, and gained A-levels or BTECs, and you're not sure that university is for you, then our Operations Apprenticeship Programme provides you with a chance to take the first step in your career and earn while you learn.

On this programme, you'll be part of our busy Operations teams within the Infrastructure part of our business. We need someone who's flexible, creative and curious enough to take on a challenge, rather than tick off set tasks on a to-do list.

It means you'll get the chance to work with different areas of the business, see the big picture, and see your role evolve as the business does.

About Schroders

We're a global investment manager. We help institutions, intermediaries and individuals around the world invest money to meet their goals, fulfil their ambitions, and prepare for the future.

We have around 5,000 people on six continents. And we've been around for over 200 years, but keep adapting as society and technology changes. What doesn't change is our commitment to helping our clients, and society, prosper.

Investment20/20

You will join as an apprentice as part of the Investment20/20 programme, you will have opportunities to meet and network with trainees across the industry and participate in training, socials and insight events.

The base

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. That's our operations hub – home to our transaction operations, client servicing, product reporting and operational oversight for Europe, the Middle East and Africa.

It'll have same high standards and international reputation as our HQ in the City of London, without being in the city: a big, countryside campus (and no commute on the Tube) means life will feel a little different.

The team

We support our global business by providing high quality and efficient operational oversight, processing and reporting across all of our business channels. Operations covers a broad spectrum of responsibilities from ensuring confirmation and settlement of trade activity, daily oversight of the funds Net Asset Value (NAV) to ensuring that we meet all of our Client, Fund and regulatory reporting obligations. It's a busy and dynamic area with many exciting opportunities to build and develop your career.

What you'll do

As a Schroders apprentice, you will spend 20% of your time working towards achieving Level 3 - Investment Operations Technician qualification; the rest of your time during your apprenticeship you will gain experience across a variety of our Operations teams gaining the skills you need to build your expertise.

Below is a brief summary of the teams and what their functions are.

Trade Operations – this team works with our investment teams, brokers and custodians and is responsible for ensuring that all trading activity across the different asset classes is confirmed and settled appropriately and they also investigate settlement issues.

Asset Servicing – this team is responsible for the managing, researching and validating any corporate action affecting held our securities.

Cash Operations – this team is responsible for the full range of cash processing tasks supporting updates of cash flows, fees/expenses and trade related FXs, instructions of cash movements at custody and externally managed cash and security movements. They also monitor overdrafts, overdraft interest and respond to cash related queries from the Investment teams.

Investment Book of Record (IBoR) Reconciliations –this team ensures the integrity of custody and cash position data is maintained through our daily reconciliation processes.

Fund Oversight – This team oversees the work of our third party administrators to ensure the accurate delivery of our fund Net Asset Values (NAV), completion of cash and stock reconciliations. They have oversight of our FX services and provide fund accounting data for internal teams.

Transfer Agency Oversight –this team delivers a risk-based oversight model to monitor the day-to-day operations of the transfer agents who manage our investment records.

Reporting – Oversee and produce the day-to-day production of reports. Maintain procedure documents for reporting processes and integrate and produce global, regional and country templates so we have accurate information and meet compliance requirements.

The knowledge, experience and qualifications you need

- Although we usually ask you to have achieved at least 96 UCAS points to be eligible for this role, we appreciate the need to be flexible given the on-going pandemic and disruption to your school/ college life. If you've achieved a little under 96 UCAS points in the academic year 20/21, we would still encourage you to apply
- You must be 18 years old by Monday 6th September to apply for the 2021 intake

The knowledge, experience and qualifications that will help

- Any experience which demonstrates strong communication skills and working well within a team environment.
- Experience of prioritising workload, demonstrating a keen eye for detail and problem solving.
- Numerate and enjoys working with data

Ultimately, we can teach what you need to know about the job we just need you to bring your drive, passion and enthusiasm to make the most of the opportunity to start building your career.

What you'll be like

- You'll be an enthusiastic self-starter who is eager to learn more about our industry and our business
- A team player with a pro-active approach to getting things done, you'll love a challenge and are keen to work in an exciting, fast paced environment.
- You'll be flexible and eager to learn - how we work in this new hub will evolve, so you'll need to adapt

We're looking for the best, whoever they are

Schroders is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.

Please note we recruit on a rolling basis so recommend you apply early.

Start date: Monday 6 September 2021

Meet Schroders IT Service Desk Apprentice: <https://youtu.be/9bj5ODnZonw>

Become a Trainee or Apprentice at Schroders on the Investment20/20 Programme:
<https://youtu.be/1afhknngvjY>