

AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

Our employees are our most valuable asset. Being able to offer an attractive work environment where talented minds from various backgrounds are keen to work is key to the long-term success of our company. We firmly believe in the importance of maintaining the open culture of a small company, aiming to avoid bureaucracy and encouraging a flexible, accessible and hands-on working style across the Group. In turn, our people reward us with their loyalty.

Trainee - Investment Operations

Function:

Operations

Department:

Investment Operations

Trainee Programme Overview

The Investment2020 Trainee Programme at GAM is aimed at both school/college leavers as well as graduates. The purpose is to enable individuals with limited or no exposure to financial services to start their careers in the investment management industry and gain the skills and experience required to progress their careers within the industry.

This Investment2020 Trainee Scheme at GAM will be for a fixed term of 12 months and the salary will be £20,000 per annum. Trainees will also receive a bonus of £2,000 on starting with GAM to assist with expenses, travel etc. Trainees will also be eligible for a number of Company benefits, some of which are listed below, in addition to having the opportunity to get involved with the Sports and Social Club activities.

All Trainees will be part of the wider Investment2020 community with the opportunity to build relationships with Trainees outside of GAM through both social and professional events. Trainees will receive extensive 'on the job' training by being assigned to a specific department for the duration of the 12 month contract. Individuals will be assigned a mentor for the duration of the Programme and will gain exposure to the different teams within the department and have the opportunity to get involved with a variety of tasks and projects.

As well as Investment2020 centrally organised learning and development opportunities and additional training organised by our in-house Learning & Development Department, Trainees will be given the opportunity to start an industry recognised professional qualification. Individuals will be provided with training and experience to deliver a presentation and gain exposure to public speaking as part of the Trainee Scheme.

Department Overview

Responsible for the oversight of GIML's (GAM Investment Management Limited) post execution activity and the services provided by the Group Administrator.

Areas of responsibility include post execution trade processing of Fixed Income, Equity, OTC, Fund of Fund and Fund of Hedge Fund trades and associated matching, settlement and lifecycle event queries. Managing cash and position reconciliation, corporate actions and interest claims.

Main Duties & Responsibilities

Full training will be given. You will learn:

- The oversight of trade matching for Fixed Income Bonds and Equities as performed in CTM by outsourced middle office.
- The oversight of trade flow between GIML and outsourced middle office.
- The oversight of settlement queries as raised by the outsourced administrator or counterparties
- Trade Matching
- Oversight of collateral management services provided by outsourced administrator.

Skills and Personal Attributes

- Strong organisational skills
- Ability to work to time critical deadlines with accuracy and attention to detail
- Self-starter with a 'can do' attitude
- A strong desire to learn
- Strong written and verbal communication skills

Benefits

GAM offers a comprehensive range of benefits and performance-based compensation, along with a variety of lifestyle and family benefits to promote well-being in and out of the workplace. These benefits vary according to local market conditions. Please contact the local Human Resources team for further details.

Location:	Employing Company:
London	GAM (UK) Ltd
Reporting to:	Contract:
Lucy Pointer Senior Investment Administrator	Fixed Term Contract (12 Months)

SMCR*:

- Is this a 'Senior Manager' position? NO
- If yes, what is/are the Senior Management Function(s)?
- What are the Prescribed Responsibilities?
- Is this a 'Certified Person' position? NO
- Under which criterion(a)? (list of 8 criteria)

MiFID (UK only)

- Advice giver NO
- Information provider NO

* relevant for any people regardless of location who interact with UK clients

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