Position Description

WELLINGTON MANAGEMENT®

2021 INVESTECH ASSOCIATE PROGRAMME (LONDON)

THE COMPANY

Tracing our roots to 1928, Wellington Management is one of the world's largest independent investment management firms. With over US$1.1 trillion in assets under management we serve as a trusted adviser to institutional clients and mutual fund sponsors in over 65 countries. Our innovative investment solutions are built on the strength of proprietary, independent research and span nearly all segments of the global capital markets, including equity, fixed income, multi-asset, and alternative strategies. As a private partnership whose sole business is investment management, our long-term views and interests are aligned with those of our clients. We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. As an Equal Opportunity Employer, we welcome people with diverse life experiences, fresh ideas, and specialized subject-matter expertise.

PROGRAMME OVERVIEW

We are seeking individuals to join our Investment Services & Technology (InvesTech) Associate Programme. The programme is an exciting pathway into our firm for those who are interested in the variety of career opportunities available in the investment management industry. This three-year programme will help you gain insight into our industry, firm and culture, as well as knowledge of the many different business divisions that support our investment functions. Successful candidates are likely to be graduates or those with experience that demonstrates an interest in a career in Financial Services.

POSITIONS

The InvesTech Group brings together technology and operations to deliver better, more efficient outcomes for our clients and business partners. InvesTech is comprised of Investment Implementation, Infrastructure Design, Client Operations, and Technology departments.

Successful candidates will specialize in either of the areas below:

Client Operations

The Client Operations function is comprised of two key areas, Client Investment Services which incorporates, client reporting, client and prospect questionnaires and publishing & creative services, with an additional arm, Client Reporting Solutions & Strategy, focused on future client reporting requirements and a rapidly evolving regulatory reporting landscape. The Operational Programme Management function is focused on executing technology and process projects/programs that help to enhance and support the efficiency of the operational infrastructure for the Client and Infrastructure Platforms.

Responsibilities will include, but are not limited to:

- Responding to client queries from the team mailbox and running reports to help answer queries when requested
- Production and dispatch of client deliverables, addressing regulatory reporting requirements and queries
- Production of marketing and reporting materials, including maintenance of firm-related information used in marketing and client materials
- Assisting with the preparation process for client and prospect questionnaires, including production of sample 'requests for proposals' and maintenance of library/database content
- Providing support to Managers and Analysts based in London, participating in ad-hoc strategic project work as required

Infrastructure Design

The Infrastructure Design department comprises of Portfolio Data and Analytics, Portfolio Integrity and Derivatives Platform Teams. The Portfolio Data and Analytics team's core responsibilities are to oversee the quality of market, security and derivatives data used in the investment process, the integrity of performance returns, attribution, security setup, security reference data management, and benchmarks. The Portfolio Integrity team's objective is to promote portfolio accuracy, reduce operational risk, and increase efficiency and scalability - working across all investment teams. The Derivatives Platform seeks to address risks, gaps, and deficiencies throughout the derivatives life cycle to meet current and future investment, client, and regulatory demands.

Responsibilities will include, but are not limited to:

- Responding to queries from the team mailbox and actioning as required
- Working with the securities valuation and benchmark teams on day to day activities including; setting up new data sets, reviewing and scrubbing data, investigations of breaks
- Providing support to Managers and Analysts based in London, participating in ad-hoc strategic project work as required

QUALIFICATIONS

The successful candidates are likely to have:

- Skills or experiences which demonstrate an interest in a finance career
- The ability to be a self-starter and have the humility and willingness to learn from, and collaborate with their colleagues
- Outstanding interpersonal and organisational skills, resourceful, detail-oriented, and a strong work ethic
- The ability to work independently, in a fast-paced and team-oriented environment, where priorities change frequently

APPLICATION PROCESS

To be formally considered for the 2021 InvesTech Associate Programme, please apply directly – link below:

https://wellington.wd5.myworkdayjobs.com/en-US/External/job/London/InvesTech-Associate_R82496-1

Please note that we are only able to respond to successful applicants.

Wellington Management Company, LLP is committed to providing equal employment opportunities for all qualified persons without regard to race, ethnicity, sex, sexual orientation, age, religion, nationality, ancestry or disability.