

Title: **Investor Relations Trainee**  
 Location: **London**  
 Open to: **Graduates**

**Alcentra Overview:**

Alcentra is one of BNY Mellon Investment Management’s specialists, and they focus their skills on the sub-investment grade debt capital markets in Europe and the U.S. Their objective is to deliver strong, risk-adjusted returns that are less correlated, through a complementary suite of traditional and alternative credit strategies. In pursuing this objective, their investment strategy and approach to credit selection are based on intensive fundamental research and credit analysis, combined with active portfolio management to minimize credit losses.

**BNY Mellon Investment Management:**

BNY Mellon is a global financial services company focused on helping clients manage and service their financial assets, operating in 36 countries and serving more than 100 markets. BNY Mellon is a leading provider of financial services for institutions, corporations and high-net-worth individuals, providing superior asset management and wealth management, asset servicing, issuer services, clearing services and treasury services through a worldwide client-focused team.

BNY Mellon’s Investment Management business is based on a multi-boutique strategy. The Boutiques are World-class investment firms with best-of-breed talent and unique cultures combined with the global scale and strength of BNY Mellon Investment Management. These boutiques connect investors with opportunities across every major asset class, globally. Today, we have eight investment firms, one of which is Alcentra.

**Investment20/20 Trainee Programme:**

While you may not have an in-depth understanding of the investment management industry, our programme will introduce you to this very worthwhile and exciting industry and the variety of work and opportunities it has to offer.

The candidate will gain industry knowledge and experience and develop relationships that will enable you to progress your career. As a trainee at Alcentra, you will be part of the wider Investment20/20 trainee community across the industry. You will be invited to training and social events, organised by Investment20/20, to have a chance to network with over 200 other trainees in the same position as you.

**Investor Relations:**

Alcentra’s Investor Relations team comprises 5 individuals split between London and New York. The team is responsible for delivering Alcentra’s client experience, and maintenance of client information. Based in London, the Client Data Associate will support Alcentra’s Investor Relations efforts by collecting, centralising, researching and maintaining client records. In addition, the associate will support the delivery of digital communications and digital events.

The role requires ability to collate, review and prepare information which can be presented both internally and externally. In particular, it requires strong numerical, organisational and written and verbal communication skills, ability to multi-task as well as attention to detail. Client service and solution driven orientation.

**Position Description:**

- Ensure client data is input and maintained accurately and on a timely basis on internal systems
- Perform regular reconciliation of data across systems
- Coordinating distribution lists in CRM system and ensuring accuracy of lists
- Assisting with identifying and recording investor trade information
- Engagement and coordination with internal and external data suppliers to ensure high quality data and timeliness and that data provided is in accordance with agreed standards
- Support in preparation and delivery of internal reporting, including data analysis
- Assisting with preparation and distribution of digital communications
- Distributing pre and post event statistics, including tracking RSVPs

**Requirements:**

- Reliable, personable and good work ethic
- Detail orientated and accurate with good organizational skills
- Eager to think outside of the box and enjoys problem solving
- Good knowledge of Excel
- A motivation to develop a long-term career in asset management
- Excellent written and oral communication skills
- Flexible team player able to work on multiple projects and meet deadlines

**Our expectation is that people will bring:**

- Enjoy building good relationships
- The desire to take pride in their work and strive to perform well

*BNY Mellon Investment Management is an Equal Employment Opportunity Employer.*

**Closing date:** 3<sup>rd</sup> March 2021

**Link to apply:**

<https://bnymellon.eightfold.ai/careers/job?domain=bnymellon.com&pid=7139039&pid=7139039&query=alcentra&domain=bnymellon.com>