

JOB TITLE: Client Reporting Trainee (12-month fixed term contract)

LOCATION: London

Open to Graduates

About Neuberger Berman:

Neuberger Berman, founded in 1939, is a private, independent, employee-owned investment manager. The firm manages a range of strategies—including equity, fixed income, quantitative and multi-asset class, private equity, real estate and hedge funds—on behalf of institutions, advisors and individual investors globally. With offices in 24 countries, Neuberger Berman's diverse team has 2,300 professionals. For six consecutive years, the company has been named first or second in Pensions & Investments Best Places to Work in Money Management survey (among those with 1,000 employees or more). The firm was awarded an A+ in every category in the latest 2020 Principles for Responsible Investment (PRI) report for our approach to ESG integration across asset classes. The firm manages \$357 billion in client assets as of June 30, 2020.

For more information, please visit our website at www.nb.com

Why we partner with Investment20/20

You will be also part of the wider Investment20/20 trainee community, providing you with opportunities to network with over 300 other trainees across the industry and participate in socials and industry insight events. Our traineeship will introduce you to investment management and you will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent role.

Position Overview

We are looking for a graduate for a Trainee role at Neuberger Berman. The successful applicant will have the opportunity to join the client platform group serving a range of key stakeholders in Europe, the Middle East, Latin America, and Asia. The primary focus of the role will be to automate portfolio analytics for client reports, support the team with administrative projects and produce reporting, client questionnaires, data quality and collection, and ad-hoc requests. The position will suit an enthusiastic person who prides themselves on their ability to multi-task, problem-solve and demonstrates a thorough attention to detail. The role would provide an excellent opportunity for a candidate to learn about the world of investment management and investment solutions as the team interacts with all areas of the business.

Primary Responsibilities

- Automate reporting templates using VBA and Python, and improve the efficiency of monthly deliverables for the client reporting team (Excel and PowerPoint templates)
- Maintain and improve tracking mechanism for client reports, client meetings, and ad-hoc requests
- Automate data aggregation & update team's SharePoint site with historical analytics
- Assist in projects related to business initiatives (Mifid, Brexit, fund launches)
- Assist in vendor and IT related projects (Morningstar, Aladdin, Bloomberg, IMR and data warehouse)
- Respond to RFP data and ad-hoc requests as required
- Work with Salesforce and the relevant channels on data quality and data integrity
- Monitor & streamline Salesforce daily and weekly processes and make sure the relevant teams are following a standard approach
- Perform complete system usage checks to see where we have gaps within the client coverage business analytics department

Key Requirements / Qualifications (essential unless stated)

- Able to work to deadlines, collaborative and able to multi-task
- Solutions-oriented and proactive with the ability to improve processes
- Strong interpersonal skills and ability to collaborate with a diverse group of professionals
- Able to use Microsoft Excel, PowerPoint and Word
- Knowledge of VBA and Python
- An interest in financial markets and investment management, curious and willing to learn about the industry

How to apply – Please send your CV to Priyanka.Bodhak@nb.com

Closing date 30th November 2021

Start date ASAP

Neuberger Berman is an equal opportunity/affirmative action employer. The Firm and its affiliates do not discriminate in employment because of race, creed, national origin, religion, age, color, sex, marital status, sexual orientation, gender identity, disability, citizenship status or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact onlineaccommodations@nb.com