

JOB DESCRIPTION

Job Title:	Trainee Custody and Client Services Analyst
Team/Department:	Business Operations
Reporting to:	Manager
Risk Reporting:	N/A
Remuneration:	Salaried and Discretionary Bonus
Position:	12 month fixed term contract
Core Office Hours:	9:00am – 5:00pm
Flexible Working:	We operate a flexible hybrid working approach
Location:	14 Cornhill

About LGT Vestra

At LGT, we believe we have an obligation to make our own contribution toward a society worth living in. Our aim has always been to challenge convention where we believe it is the right thing to do and we are not afraid to make decisions that positively set us apart from the crowd.

Entrepreneurial

When we founded in 2008, in the midst of the global financial crisis, many financial institutions had become increasingly disconnected from their clients. Our aim was to offer a fresh approach to wealth management. The plan was simple: place our clients at the heart of our business, providing them with a service designed around what is right for each of them.

Our partnership with LGT, wholly owned by the Princely Family of Liechtenstein, means that we are one of the few global wealth management firms in private ownership. This enables us to build lasting relationships with our clients, making decisions for the long term.

We now have over 400 people working across our London, Bristol and Jersey offices, with the vast majority working from our central London office.

Belonging

Our culture is what sets us apart; we are a people business with a focus on ensuring our staff feel a genuine sense of belonging. There is more to the firm than financial success alone and we are passionate about making our people feel they are part of a family. Wealth management is about building lasting relationships and this starts internally. We do not care for hierarchy – our flat management structure and open-door policy, combined with a collaborative and inclusive approach, facilitates a community whereby innovation is encouraged and diversity is celebrated.

It is essential our people feel part of the team in whatever role they hold and a sense of belonging to the Firm itself. Our staff wellbeing and diversity committees, Enrich & #included, strive to enhance this inclusive culture, looking at how we can enrich employees' lives not only at work, but in our wider lives. Our culture of belonging reassures our clients that they are in safe hands, with a business that cares about them and where all our staff are treated with respect, integrity and personal accountability.

Diversity and Inclusion

Our employee-led initiative, #included, is central to our mission to give all our people equal opportunities (and outcomes), to succeed both personally and professionally, and foster a culture where individuals are treated with respect and feel included. Through our initiatives, we aim to encourage diversity, maintain wellbeing, challenge perceptions and promote development.

Join Us

We want to continue building on our sense of belonging that truly inclusive groups of people can bring. If you want to start your career in a Firm where you can make a genuine, positive impact to the future of wealth management, we welcome you to join us.

"Through a shared set of values, we make sure that LGT Vestra fits into the world in a way that is positive."
- Ben Snee, CEO LGT Vestra

You will join as part of the Investment20/20 programme. This will introduce you to the investment management sector where you will gain industry knowledge, experience and develop relationships enabling you to progress your career. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 300 trainees across the industry and participate in social and insight events.

Salary & Benefits

Our Trainee programme is a 12 month fixed term contract paying £22,000. You will receive 25 days annual leave. You will also be entitled to a 15% flexible benefits allowance on top of your salary. Our role is based in the city of London and can receive up to £300 homeworking allowance (claimed via expenses) to create a homeworking set up (for example as desk, a large computer screen, keyboard and mouse).

The Role

We are looking for 4 Trainee Custody and Client Services Analysts to work across and support our Custody and Client Services teams. You will gain exposure to the operations function of the business giving you a great foundation to your career in wealth and investment management.

Business Units

Custody Services:

Operations is the engine room of our Firm providing a wide range of essential support and services for the Investment/Wealth Asset Managers, their teams, and their Clients.

The Custody Services unit comprises several teams:

- Settlements team: Responsible for the accurate and timely settlement of all trade purchases and sales for the Firm in Funds, Equities and Bonds both in the UK and overseas.
- Corporate Actions team: Processing of dividend distributions and interest on fixed income products (including the appropriate tax withholding) or mandatory/voluntary corporate events for the Firms assets under management.
- Transfer team: Manages all aspects of the client transfer in/out process for all product types.
- Treasury team: Manages all the Firm's cash movements in multiple currencies and the funding of its bank accounts. This also includes maintaining relationships with our sponsoring banks and those organisations we hold term deposits with.
- Data Management team: Responsible for providing support in delivering on the firm's data strategy for Operations by establishing and maintaining data processes, controls, procedures, and methodologies in line with agreed firm wide governance policies and standards.
- CASS team: Oversees the Firms compliance with the FCA's client asset rules contained within the Client Assets Sourcebook (CASS).

Client Services:

Our Client Services Team plays an important role in acting as a link between Front Office and Operations by assisting both areas to meet the client's needs.

Our Client Services unit comprises of several teams including:

- Client Reporting team: Covers a wide range of client reporting related activities and monitors the accuracy of portfolio performance and ensure quarterly valuations and year-end tax packs are provided to clients.
- Client Product Support team: Provides ownership and support for all services relating to non-custodied investments.
- Client Due Diligence team: Responsible for performing due diligence when on-boarding clients, which includes KYC / AML reviews in accordance with FCA regulations and company policies, and account closing. This team works closely with the Front Office, Compliance and Legal teams.
- Client Dealing team: Responsible for the execution of all trades across our business.

Key Responsibilities:**Full training will be given**

- Learn how we explore, research, and create/enhance business opportunities in line with regulatory changes and developments in the market.
- Gain exposure to meetings, workshops, and team training events.
- Provide (and in time take ownership of) administrative support to the teams you work with and projects as needed.
- Ensure the administrative and organisational tasks of your team are completed accurately, efficiently and in a timely manner.
- Provide ad-hoc administration tasks, such as photocopying & scanning

Principal Contacts e.g External Companies:

- Investment & Wealth Managers
- Investment Assistants
- Custody Services, Client Services, and IT & Business Solutions Team Heads
- Service providers

Key skills, competencies and attributes:

If you are an enthusiastic individual and have the following attributes, we would like to hear from you.

- A recent graduate or school/college leaver
- A keen interest to gain a career in Financial Services/Wealth Management
- Able to use their initiative, prioritise and manage the workload
- Excellent verbal and written communication skills
- Good attention to detail
- Enthusiastic, well organised, presentable and professional team player

IT:

- Good working knowledge of the Microsoft Suite of Products, in particular Excel and PowerPoint.

How to apply:

Please apply with your CV and, as part of your application, please answer the below questions in less than 250-300 words each.

- 1) Whilst many firms are working towards net zero CO2 emissions by 2050, LGT has boldly pledged to reach this target by 2030.
In your view, what role does the finance industry have in tackling climate change?
- 2) Our culture is what sets us apart; we are a people business with a focus on ensuring our staff feel a genuine sense of belonging and fulfilment. So we want to hear about you!
If an article on your life appeared in a newspaper, what would the headline be?

Send your CV and **Cover letter including the answers to the questions in 250 -300 words above** to:
joanna.james@JJSearch.co.uk

With the subject line: *LGT Vestra - Trainee Custody and Client Services Analyst application*

Successful candidates will be asked for one virtual and one face-to-face interview (*subject to covid restrictions and government guidelines*).

Please note, due to the high number of applicants, if you have not heard from us one week after closing date your application has not been successful.

Application open date:	17 th January 2022
Application close date:	4 th February 2022
1 st round virtual interview:	10 th February 2022
2 nd round F2F interview:	15 th February 2022
Offers made:	16 th - 18 th February 2022
Start date:	21 st March 2022 (<i>subject to satisfactory referencing completion</i>)

Please let the recruitment team know if you have a disability, condition or difference that may require some adaptations.

Disclaimer:

All statements are intended only to describe the general nature and level of work being performed by staff assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of staff so classified. Individuals will be required to undertake any additional tasks or duties that may be within their capabilities. LGT Vestra reserves the right to make amendments to the above in response to any material internal or external developments (e.g. market changes, new regulations, internal restructuring).

Candidate Privacy Notice

You can access our Candidate Privacy Notice on our Legal Notice section of our website [here](#). Select the 'Privacy Notices' section where you can download our relevant policy.

Equal Opportunities

We recognise the importance of equality, diversity and inclusion in the workplace and we strive to maintain a culture where all our people are treated equally, fairly and with respect.

We are committed to providing equal opportunities in every aspect of employment from the advertisement of jobs; recruitment and selection of candidates; training, development and promotion of employees; review of performance, pay and benefits; and the application of all policies and procedures through to the last day of employment.

Our aim is to recognise and value diversity as a strength and to foster a workplace in which people have equal opportunities to contribute and develop according to their individual merits. We have a responsibility to ensure equal opportunities for all our people and enabling them to succeed both personally and professionally. Our dedicated #included committee supports our mission to build and champion a diverse and inclusive workforce. Find out more [here](#) about our diversity and inclusion initiatives we are focusing on as a business.

Your Data

As part of the Firm's approach to embrace our inclusive culture, we are asking all applicants to anonymously provide us with their gender, age, disability, ethnicity, and social mobility data. This will be collected via our early careers talent partner, JJ Search. All information provided in this form will be treated in confidence and stored in line with the Data Protection Act 2018 and our Privacy Notices.

We encourage all applicants to inform us if they require any reasonable adjustments as they progress through the application process.