

Finance Trainee

Date: March 2024
Reports to: Accounts Assistant
Salary: £26,000

About the Investment Association (the IA)

“At the IA, we are committed to serving our members, embracing new ideas and striving for excellence. We are inclusive, considerate and act with integrity in all we do.”

The Investment Association champions UK investment management, supporting British savers, investors and businesses. Our 250 members manage £8.8 trillion of assets and the investment management industry supports 126,400 jobs across the UK.

Our mission is to make investment better. Better for clients, so they achieve their financial goals. Better for companies, so they get the capital they need to grow. And better for the economy, so everyone prospers.

Our purpose is to ensure investment managers are in the best possible position to:

- Build people’s resilience to financial adversity
- Help people achieve their financial aspirations
- Enable people to maintain a decent standard of living as they grow older
- Contribute to economic growth through the efficient allocation of capital.

The money our members manage is in a wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. The UK is the second largest investment management centre in the world, after the US and manages 37% of all assets managed in Europe.

Overview of the Role

The Finance department of three people keeps all the records of the financial affairs of the business. We are looking for a Finance Trainee for a 1-year placement. The principal purpose of the Finance Trainee is data processing within the accounting software and assisting other members of the team with monthly tasks.

The Investment Association

Camomile Court, 23 Camomile Street, London, EC3A 7LL
www.theia.org

© The Investment Association 2024. All rights reserved.
No reproduction without permission of The Investment Association



@InvAssoc



@The Investment Association

Main Responsibilities and Duties

Main day-to-day duties:

- Sales ledger - preparation of sales invoices, sending out sales invoices and chasing debts
- Purchase ledger - obtaining approvals of invoices/expenses, processing invoices and resolving differences with suppliers
- Banking - processing all transactions, weekly bank reconciliations
- Preparation of spreadsheets such as debtors, income and contact details for the finance department and others
- Dealing with queries from suppliers, members and colleagues
- Preparation and management of monthly management spreadsheets, for example prepayments and accruals
- Management accounts - assistance with management accounts
- Statutory accounts - assistance with preparation of year end information for audit
- Ad hoc requests from Accounts Assistant or Head of Finance

Systems Used:

- Microsoft Office – Word, Excel, Outlook and MS Teams
- Xero
- SAP Concur

Essential Skills / Qualifications / Competencies

This role would suit someone interested in learning more about regulation. Experience in this field isn't necessary as we will provide training. If you do have any experience gained at another trade body, investment management firm, investment bank, or another key industry then that's a bonus.

We are looking for:

- Excellent written and verbal communication skills
- Accuracy and good attention to detail
- Polite
- Punctual
- The ability to work collaboratively within a small team and to contribute to the wider work of the IA. A premium is placed on an open and friendly personality

Please note this job description describes (but does not limit) the main duties and responsibilities of the job. These are subject to variation by the IA as is necessary to respond to changes, both internal and external, which the Association experiences.

We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.

How to apply

Please send a CV and covering letter to our recruitment email address: recruitment@theia.org. Successful candidates will be asked to be available for interviews and to submit a short case study.