



## Middle Office Operations (m/f/d)

Assenagon is one of the fastest growing independent asset managers in Europe. The company specialises in the active management of capital market risks, and the provision of investment solutions for institutional investors and distribution partners. In particular, fund management focuses on the need of capital investors to generate income within clearly risk budgets.

Our company currently employs around 80 staff at its locations in Luxembourg, Munich, Frankfurt and Zurich. We regularly offer exciting internships for students, graduates and ambitious young professionals. Seize the opportunity to gain insights into a dynamic company and put your abilities to the test for at least ten weeks.

If you have a background in mathematical finance and top grades in business administration, and are looking for a challenging internship in middle office operations as part of your degree, we look forward to receiving your application!

### Your responsibilities

- Portfolio management in the IT systems of the parties involved: Monitoring the timely settlement of all transactions, monitoring and booking changes in capital/interest rates/dividends, monitoring account administration for connected brokers, portfolio reconciliation
- Cash flow and trade reconciliation with trading partners
- NAV reconciliation/fund price checks for fund portfolios, valuing assets, provisions and deferrals
- Monitoring and approval of OTC transaction confirmations to counterparties
- Interface management for custodian banks, fund accounting, paying agents and transfer agents as well as portfolio management and transaction counterparties
- Assisting with the development of internal IT projects in collaboration with Financial Engineering, independent programming if skilled in VBA
- Collateral management

In addition to the daily responsibilities in the above-mentioned processes, the intern will gain interesting insight into a fund manager's portfolio operations and portfolio management activities.

### Your profile

- You are in the latter stages of your university degree in business administration
- You have an in-depth interest in current capital market events and common asset management products
- Microsoft Office skills, particularly Excel, ideally also Visual Basic for Applications (VBA) programming skills
- You are a reliable and independent worker
- You have excellent teamwork and communication skills
- Fluent English at business level (written and spoken skills)

### Our offer

You can look forward to an interesting, challenging and responsible role in which you can become familiar with and help shape the entire portfolio of a management company. Good career development opportunities in an innovative, dynamically growing company and our open enterprise culture offer recognition for your results.



Highly motivated teams



Flexible working hours



Central location, good connections



Fruit, water, coffee



Table kicker



**Interested?**

We look forward to receiving your application, including CV, by e-mail – please include the keyword "Middle Office Operations":

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More information is available at [www.assenagon.com](http://www.assenagon.com). For comprehensive information on the topic of data protection, please consult our [data protection declaration](#) and our [data protection declaration for applicants](#).

