

Investment Accounting Analyst Apprentice

Edinburgh

Salary: £22,000

[Careers \(myworkdayjobs.com\)](#)

The role of the Investment Accounting Analyst Apprentice involves aiding the oversight teams in performing technical accounting oversight tasks. This will include oversight of activities completed at our third party administrators as well as monitoring controls, exceptions and aiding the reviews of KPIs and service standards.

The Investment Accounting Analyst Apprentice role is within a centralised function for Investment Accounting across the various M&G fund ranges, including Life Funds . This team provides technical fund accounting oversight and therefore is made up of qualified accountants, part-qualified and colleagues who are qualified by experience. The team is responsible for the integrity and accuracy of ledger data, providing analytical and regulatory reporting, technical guidance and supporting business change. Linking with other oversight teams to ensure there is consistent and risk based approach across all funds. This team is responsible for the oversight of the external third party administrators.

Key Responsibilities for this role:

The individual will require to aid the oversight team in the daily tasks and oversight activities. This will include:

- Performing monitoring activities over the Third party administrators and working with the team to ensure any exceptions are appropriately dealt with.
- Receiving and reviewing reporting including KPI
- Logging incidents and breaches
- Work collaboratively with colleagues and take personal accountability to maintain and enhance controls you are responsible for
- Work within established frameworks and procedures

The individual will have the opportunity to learn about the various funds and structures within M&G and the different accounting treatments and processes that are applicable to these funds. Therefore an interest in this and the ability to learn is key to this role.

Key Knowledge, Skills & Experience:

- Willingness to learn through practical application
- Ability to build good relationships internally and externally
- Confident and effective communicator (both written and verbal)
- Attention to detail to support high-quality oversight.
- High numeracy skills
- Analytical and problem-solving skills.
- Ability to learn MS Office skills, particularly MS Excel.
- Good organisational and prioritisation skills with a keen attention to detail.

Qualifications required

As a minimum, candidate will have 5 National 5s or 2 Highers with grades in Maths and English grades (A-C).

Future Prospects:

Upon completion of the apprenticeship, there may be opportunities for career progression within our Investment Accounting Services team or other relevant departments based on performance, business needs, and available opportunities. If recruited into a permanent role, the individual will follow the career progression applicable to the specific role/department.

Training Provided:

As a Investment Accounting Analyst Apprentice with M&G, you will undertake the Accounting SCQF Level 6 Apprenticeship. The apprenticeship will be delivered through a blend of live online learning, pre-recorded lectures, and face to face inductions and masterclasses

This is a fixed term contract for 12 months upon which the business may decide to retain, subject to the Apprentice performance, headcount, and available funding. If recruited into a permanent role, the individual will follow the career progression applicable to the specific role/department.

We may seek to close vacancies early if we receive a high level of applications. Please do apply early.

If you are interested, apply [here](#)

Take a look at our Apprentice short film to learn about their experiences [here](#)

Closing date for applications 29th April 2024.

apprenticeship@mandg.com