**Fund Services Internship**

**Job Description**

Processes & Client Operations Unit is in charge of:

* Process mapping, updating and optimization
* Onboarding/offboarding activities for the Asset Manager operations perimeter
* Fund services
* Anti-Money Laundering / Counter Terrorism financing (KYC) first level activities.

Within the Unit, we are currently looking for a Fund Services Intern. The role holder, reporting to the Head of Fund services, will support the Fund Services Unit be in its activities within GenAM Operations Function:

* Activities strictly linked to the operational set up of Italian, French and Luxembourg funds (support the definition of the SLA, coordinate the distribution of the funds’ dividend, etc.)
* Activities under the Asset Manager’s responsibility related to the Transfer Agent of Italian funds and oversight of Transfer Agent and Fund Administrator operational activities related to the Italian, French and Luxembourg funds
* Checking the proper integration of subscriptions/redemptions in the NAV calculation and perform all related monitoring activities
* Monitoring relevant data related to the “major interest in shares” notification
* Monitoring funds’ and Asset Managers’ costs and related payments;
* Monitoring massive redemptions;
* Elaborating Part II of “Prospetto Informativo” of the Collective Investment Schemes;
* Help in providing relevant data for Regulatory Reports
* Interact with Funds’ Auditors when needed

**Requirements**

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| * Master’s degree in finance or economics * Knowledge of asset & wealth management industry * Fluency in English. The knowledge of a second foreign language (French and/or German) will be considered a plus * Proficiency in Office tools |
| * Self-motivated, strong team working and interpersonal skills * Proactive * Attention to detail and regulatory compliance * Solid problem solving and ability to perform well under pressure and against tight deadlines * International mindset * Hands-on, curious, highly motivated and energetic, flexible, with a deep sense of client’s interest and with a clear focus on results |

Company Profile

Generali is a major player in the global insurance industry – a strategic and highly important sector for the growth, development and welfare of modern societies. Over almost 200 years, we have built a multinational Group that is present in more than 60 countries, with 470 companies and nearly 80,000 employees. Our Group aims to become the standard bearer and industry leader in the European retail insurance market, building on our existing base of 50 million retail clients, out of an overall total of 72 million.

Generali Asset Management is a European investment specialist, offering a wide range of active funds and bespoke solutions across both public and private markets. Our investment experience is grounded in a solid heritage, with skills that have been developed and honed over time by managing Generali Group and external clients' assets.

Generali Asset Management S.p.A. guarantees a solid framework of services designed to support various asset management activities. Key elements include the provisioning of IT services over all applications underpinning the investment and asset management value chain (Front Office, Trading Desk, Investment Compliance, Middle and Back Office, Analytics and Reporting, etc.) The company also acts as a holding company, retaining share capital in the boutiques and Generali Investments’ companies.