

Trainee

Job description | Sanne

September 2020

Service
defines us,
empowers you

Key details of this role

Title:	Trainee
Division:	Corporate Services / Real Assets / Private Debt and Capital Markets / Private Equity
Office Location:	Jersey

Role overview

Sanne are looking for talented graduates and A-level students to enter our three year, fully assisted professional training programme.

Key responsibilities

- General administration of various structures;
- Bookkeeping and accounts preparation;
- Preparation of financial statements;
- Attendance at board meetings;
- Drafting of minutes;
- Management reporting;
- Corporate governance;
- Dealing with customers and intermediaries.

Required skills and experience

- Applicants should possess the following attributes:
- A confident and personable personality;
- Good communication skills Excellent numeracy and attention to detail;
- A positive attitude, willingness to learn and reliability;
- Strong self-motivation and drive;

Educational Requirements

- Minimum 120 UCAS points or equivalent;
- Minimum 2.2 degree (for graduates);
- Good standard of GCSE's or equivalent.

About Sanne

Sanne is a leading global provider of alternative asset and corporate services.

Established since 1988 and listed as a FTSE 250 company on the Main Market of the London Stock Exchange, Sanne employs 1,800 professionals worldwide and administers structures and funds that have in excess of £250bn assets.

We deliver tailored fiduciary services to a highly valued international client base through a global network of offices located in 20 leading financial jurisdictions, which are spread across the Americas, Europe, Africa and Asia-Pacific.

Clients are serviced through regional businesses which are led by global leaders with deep experience in alternative asset and corporate services. Each business contains multifunctional and skilled teams of professionally qualified people who are aligned to the specific requirements of each client, across one accredited platform.

Our specialist expertise is delivered across private debt, capital markets, real assets, private equity, hedge and corporate services. Our clients include leading fund managers, financial institutions and global corporates.

Sanne at a glance



More than 1,800 people worldwide



A FTSE 250 listed business



Over £250 billion assets under administration



Leaders in fund and administration services



Accredited business process



20 jurisdictions AMERICAS / EMEA / ASIA-PACIFIC

Our promise

We believe that clients should expect more, so we stand for professionalism, innovation and quality. If you require a strategic relationship and a true business partnership with people who genuinely care about your growth. We are Sanne.

Let's talk...

For more information, please visit our website sannegroup.com

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Professionalism
sets us apart,
strengthens your business