

Banque Internationale à Luxembourg is the oldest bank in Luxembourg. Founded in 1856, BIL is a key player in the Retail Banking, Private Banking, Corporate Banking and Treasury and Financial Markets. These businesses are backed up by strong Support functions and by our Operational departments.

We currently have the following vacancy in the Institutional Banking – AIF Depository department:

AIF Depository - Trainee (M/F/D)

Job Description:

The depository function provides investor protection, through overseeing the general administration of the Alternative Investment Funds (AIF), the safekeeping of AIF assets and monitoring the cash accounts of the AIF.

The AIF Depository team ensures that all depository duties are performed in accordance with all laws and regulatory directives.

Main tasks:

- Support the team in assessing the complexity of AIF strategies and determine how to apply oversight procedures appropriately to each AIF,
- Support the team to obtain and assess legal documentation to fulfill depository's ownership verification and record keeping duties,
- Work with internal and external parties to resolve queries and escalate any issues,
- Performing day-to-day operations of the depository and following up with third parties, including administrator and fund managers,
- Be involved in the due diligence of third party service providers,
- Participate actively to the project management. Support the team in processing and developing automatization.

Your profile:

- You are a student in your fourth or fifth year of higher education focusing on economics and looking for a long-term traineeship (6-12 months).
- You are independent, trustworthy, and confident enough to take the initiative, with attention to detail and good organizational skills.
- You have excellent interpersonal skills, as well as strong verbal and listening abilities.
- You are fluent in English (any other language would be considered as an asset).
- You are fully proficient in the usual Microsoft Office tools (Word, Excel, PowerPoint and Outlook).