



# Our apprenticeships



## Why work for AJ Bell ... build your career with us

We offer a choice of two apprenticeship programmes to give you the opportunity to gain experience in a fast-growing, award-winning business, while working towards a professional or academic qualification.

Our **Investment Operations Specialist** route is designed to help you develop a wide range of skills and competencies, including developing your verbal and written communication skills, working to deadlines and understanding operational business processes. You will also gain experience of working with Microsoft packages and using our in-house IT systems. The ongoing training, development and coaching we provide will really help to progress your understanding of financial services – all while earning a competitive salary!

Throughout the two-year contract, you will work towards an industry-recognised professional qualification, whilst following one of the Financial Services Apprenticeship Standards (this year all our apprentices enrolled on Level 4 of the Investment Operations Specialist Apprenticeship). In addition, you will complete in-house technical training and, if you are successful in your apprenticeship, there will be opportunities to continue your career at AJ Bell, focusing on either a managerial or a technical career path.

Our **Digital Technology** path has been designed for those who want to develop a career in an area that plays a huge role at AJ Bell. During the two years of this four year programme you will rotate round different teams in our Technology Services department, including Engineering, Infrastructure, Data Management, Cyber Security and IT Services. At the same time as learning on the job you will study for a BSc in Digital Technology Solutions with our academic provider, Manchester Metropolitan University. You will be given the opportunity to specialise in Software Engineering, Data Analysis, Cyber Security Analysis or IT analysis which will then be the focus of your degree studies. As well as having a day each week studying at university, your fees will be paid and you'll be earning a competitive salary.

We ask the following from applicants to our apprenticeship programmes:

- For our Investment Operations candidates we require a minimum of 104 UCAS points (under the new tariff for courses starting from September 2017)
- For our Digital Degree we require a minimum of 112 UCAS points (under the new tariff for courses starting from September 2017)
- Minimum of 5 GCSEs A-C or 4 - 9 (including Maths and English)
- Ability to demonstrate why you want to work within the financial services industry or demonstrate your passion for digital technology

- Enthusiasm to learn and develop in different teams within the business
- Honesty, self-motivation, reliability
- Willingness to follow our guiding principles

## Our apprenticeship programmes

Whether you go down the Investment Operations or Digital apprenticeship route you will enjoy a tailored induction programme, after which you will have the opportunity to experience different teams within AJ Bell. This gives you the chance to get to know our business and develop your skills on the job, while at the same time continuing on a development programme designed to help you invest in your personal growth and your future with AJ Bell. You will also benefit from the support of a dedicated mentor from within the business.

If you are thinking of applying or you are a parent or teacher who'd like to know more about our apprenticeships, take a look at our FAQs.

To find out more visit [ajbell.co.uk/careers/our-apprenticeships](http://ajbell.co.uk/careers/our-apprenticeships)



### Apprenticeship Programme

Frequently Asked Questions

**Why should I do an apprenticeship?**  
An apprenticeship is a great way to gain your career foundation, offer a genuine job with training, allowing you to learn whilst you learn and gain a recognised professional qualification.

**For parents:** Do consider an apprenticeship over university. You won't be weighed down by tuition fees, instead of being in debt, you'll be earning money instead.

**What are apprenticeships?**  
With an apprenticeship you'll develop skills through on-the-job training. And it's much more than just gaining a qualification. You also gain the opportunity to develop and demonstrate the knowledge, skills and behaviours of a well-rounded professional in your chosen field.

**If you are a parent or teacher who would like to know more about apprenticeships, you may also want to take a look at the Government's [FAQs](#).**

**Why should I do an apprenticeship at AJ Bell?**  
At AJ Bell we help people to invest – and for our apprentices, that means investing in their personal growth, their careers, and their future at AJ Bell. We offer the opportunity to build a career alongside the UK's leading growing digital investment platform. At the same time you'll be learning on the job and working with some of the best people in the industry. We'll support you to meet deadlines, gain a highly regarded professional qualification (equivalent to a University Degree) or a qualification in your chosen field, and provide a comprehensive learning and development programme. You'll also have the support of a dedicated mentor. All of this while you earn a competitive salary too!

**Other reasons to choose AJ Bell are our discretionary bonus scheme, the opportunity to be part of our exciting and fast-paced working office which features a free gym, and the chance to have exciting drinks with our colleagues on any day. We've also been named as one of the [Sunday Times 100 Best Companies to Work For in the UK](#).**

**Am I guaranteed a job at the end of my apprenticeship?**  
If you perform well during your apprenticeship you could be offered a permanent job with us. Whether you are able to do this, you will also depend on the business's needs at that time.

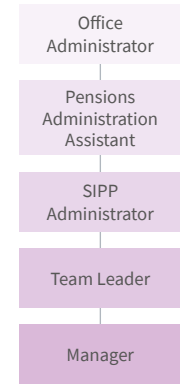
**Investment Operations**  
AJ Bell Investment Operations is a financial services company and regulated by the Financial Conduct Authority. We are an authorised and regulated firm in the UK. For more information, please visit [www.ajbell.co.uk](#).

## Don't just take it from us ...

### Lauren Morgan

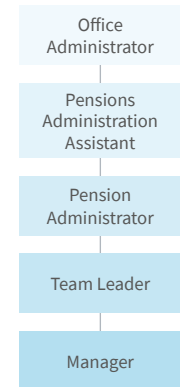
I joined AJ Bell in 2006 as an Office Administrator. I decided that university wasn't for me and that I wanted some hands-on experience in a working environment.

I am now a Manager, responsible for managing a team of administrators and maintaining service levels within my department. I was promoted very quickly from an Office Administrator into a position with more responsibility and this trend has continued over the years as follows:



### Martin Kelly

After the end of my final year at high school I commenced employment at AJ Bell in August 2005 as an Office Administrator. The training I have received has given me a fantastic start in the financial world and has been invaluable to my development at AJ Bell. I have since progressed through the business, first becoming a Pensions Administration Assistant, followed by a promotion to Pensions Administrator, then Team Leader. I am now a Manager in the Customer Service department.



## About us

AJ Bell is one of the UK's largest providers of online investment platforms and stockbroker services.

We aim to make investing as easy as possible, and we do this by providing award-winning pension and investment products, such as low-cost SIPPs (Self-Invested Personal Pensions), ISAs (Individual Savings Accounts), and dealing/investment accounts. These

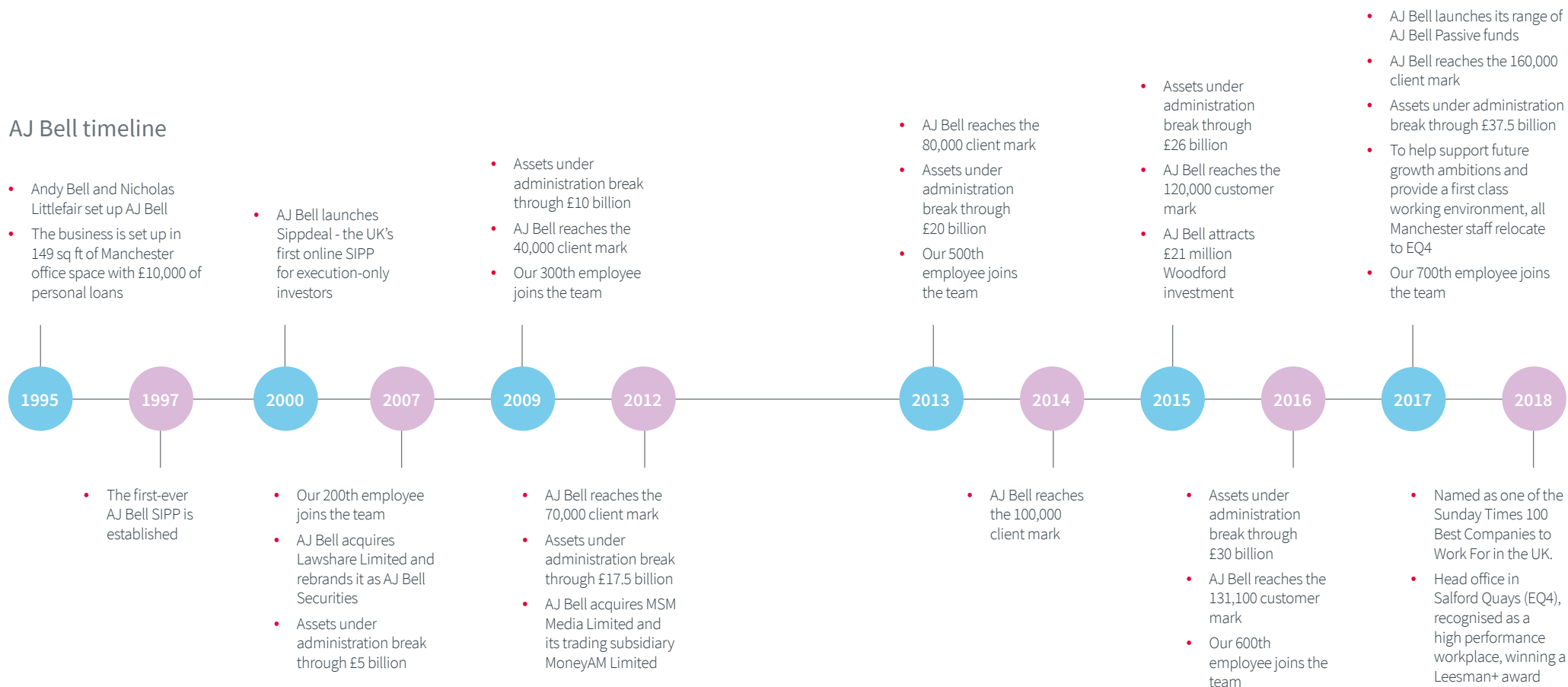
are accessed principally via two online investment platforms – AJ Bell Youinvest for retail investors, and AJ Bell Investcentre for financial advisers and their clients.

In total, we look after more than £46.1 billion of assets, on behalf of over 197,900 customers.

## Respected and financially secure

AJ Bell has earned a strong reputation across the financial services industry. We have won many prestigious industry awards for the quality of our service delivery and products, and the experts who work for us are frequently called upon to provide their opinions for national newspapers, radio shows and TV programmes.

### AJ Bell timeline



## Our guiding principles

At AJ Bell our purpose is to help people invest, and we do this by following a set of guiding principles that define the company. These principles inform everything we do, creating a culture in which we strive to think like our customers, make investing easier and lead our markets.

### Straightforward

We make investing easy and accessible. We are down-to-earth, speak plain English and simplify the complex.

### Intelligent

We know our stuff. We are experienced, knowledgeable and aware.

### Personal

We are human. Not robots. We treat our customers as people and put them at the heart of our business. We talk, listen and take notice, respect other people and each other.

### Principled

We do the right thing. We don't sell, we help. We are open and honest. We care about and speak up for our customers.

### Focused

We give customers what they need. Not what they don't. We are specialists and good at what we do. We offer excellent service and value. We pay attention to detail and aim to get things right, first time.

### Energetic

We never stand still. We have a can-do attitude. We turn ideas into reality. We are restless, enthusiastic and always looking for ways of doing things better.



## Sports we put our name to

At AJ Bell we want to help more people enjoy secure, healthy, happy lives up to a ripe old age. We can assist with the money side of things by making the whole investment process more straightforward. And by supporting high profile sporting events, teams and athletes, we can help to raise awareness of the positive impact that sport can have on your physical and mental wellbeing.

We are proud to be associated with all the following sporting partners:

- AJ Bell World Triathlon Leeds
- Sale Sharks
- AJ Bell National Squash Championship

## Our Social Committee

At AJ Bell we expect our employees to be dedicated, but we also want them to feel happy and rewarded for the hard work they put in.

Our Social Committee organises all AJ Bell social events, including the annual Christmas party, quiz nights, cake sales and sporting events such as football tournaments.

We also have a strong social conscience and are big believers in giving something back to our local communities. Through our Social Committee we actively support staff with charity fundraising activities and opportunities to take part in volunteering. As well as offering a real sense of achievement, this kind of work promotes better working relationships with staff across teams, and also helps to improve understanding of the issues facing our local community. It's usually a lot of fun too!



Volunteering at The Booth Centre



Volunteering at St Ann's hospice



Team AJ Bell registering as blood stem cell donors at our in-house DKMS event



## Life at EQ4

We currently have over 700 employees across the organisation. As an apprentice, you will be based in our head office at 4 Exchange Quay (EQ4) on Salford Quays. We have been named as one of the Sunday Times 100 Best Companies to Work For in the UK.

### What is the office environment like?

EQ4 is a fantastic, modern office block with excellent staff facilities. These include a lounge, dining area, food preparation facilities, a roof-top terrace and an on-site gym which you can use free of charge. In fact, our office was rated as the top office in Manchester in 2018, and it came fifth in a global ranking of places to work!

We have a relaxed yet professional working environment. Even though our apprentice roles are not directly client-facing, many clients, investors and suppliers visit our premises so you should dress accordingly. Friday is 'dress down' day, when you can wear more casual clothing including jeans and trainers.

### What is transport like?

You can get to us by tram from various locations in Greater Manchester. The closest tram stop is Exchange Quay, which is a two minute walk from our office.

AJ Bell, 4 Exchange Quay, Salford Quays, Manchester M5 3EE

[ajbell.co.uk](http://ajbell.co.uk)