



# BE ESSENTIAL

*Join a place where your perspectives, ideas, and expertise really count.*

## BBH Krakow Internship Program (non-IT)

### An internship at BBH means:

- Full-time or part-time employment with flexible hours
- Comprehensive training and ongoing career development
- Working side-by-side with experts and individual guidance from mentors
- Engaging projects that tackle current business needs
- Daily interaction with team members across the globe
- Increasing your knowledge in IT and finance, while developing your broader skillset
- Being part of an entrepreneurial and collaborative environment
- Adding value beyond your role
- Opportunity to help your community and build your network
- Robust plan of soft skills training
- Priority placement for permanent positions

The internship is paid and lasts 4 - 6 months with a possibility of being hired permanent afterwards.

Start date: 16 April 2017

### Internship is available in the below departments:

**CUSTODY** provides operational services to financial institutions in support of transaction processing and asset servicing, including account administration, corporate actions, foreign exchange, client service, funds transfer, and trade management.

**TRANSFER AGENCY** provides operational and regulatory services to investment funds and their investors. The range of services include investor onboarding, anti-money laundering analysis and screening, transaction processing, cash processing and reconciliation of fund accounts, fund distribution services, trailer fees, client service with reporting and inquiry resolution.

**FINANCIAL REPORTING** is part of our fund administration suite of services responsible for preparing, reviewing and coordinating shareholder reports in accordance with accounting standards and clients specifications. The team also handles the conversion process for new clients, completion of regulatory reporting, and responses to inquiries in collaboration with auditors and clients.

**FUND ACCOUNTING SERVICES** consists of five core teams: Cash and Audit, Central Pricing, NAV Hub, and Trades who are responsible for producing daily, weekly or monthly Net Asset Values (NAVs) for clients primarily based in Luxembourg and Ireland.

**ALTERNATIVES ACCOUNTING** provides a wide range of services to funds investing in alternative assets, including real estate, private equity, debt funds, etc. These services include general ledger accounting, financial reporting and asset supervision.



### How to Apply:

To apply, go to [bbh.com/careers](http://bbh.com/careers) and search for job reference number 38338 in our 'Search for Jobs' section to get started.

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**BROTHERS**  
**HARRIMAN**

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