

In association with



COMMERZBANK 



Commerzbank Vocational Trainee Scheme

Fact Sheet 2019

Corporate Clients



Contents

About Commerzbank.....	2
Traineeship overview.....	3
What could you be doing?	4
1. Trade Finance & Cash Management Division (TF & CM).....	4
2. Corporates International / Relationship Management – UK.....	6
3. Finance.....	7
4. Information Technology (IT).....	8

About Commerzbank



Commerzbank is a leading international commercial bank with branches and offices in almost 50 countries. In the two business segments Private and Small Business Customers, as well as Corporate Clients, the Bank offers a comprehensive portfolio of financial services which is precisely aligned to the clients' needs.

Commerzbank finances approximately 30% of Germany's foreign trade and is leading in financing for corporate clients in Germany. Due to its in-depth sector know-how in the German economy, the Bank is a leading provider of capital market products. Its subsidiaries Comdirect in Germany and mBank in Poland are two of the world's most innovative online banks.

With approximately 1,000 branches, Commerzbank has one of the densest branch networks among German private banks. In total, Commerzbank serves more than 18 million private and small business customers, as well as more than 60,000 corporate clients, multinationals, financial service providers, and institutional clients. The Bank, which was founded in 1870, is represented at all the world's major stock exchanges. In 2017, it generated gross revenues of €9.1 billion with approximately 49,300 employees.

For further information please visit www.commerzbank.com

Traineeship overview

If you are successful in your application you will be assigned to an area within Commerzbank, where you will stay for three and a half years. Here you will learn to specialise in that particular area but at the same time you will also be exposed to other areas within the bank. After completing the programme, your position is reviewed and it is decided whether there is a permanent position for you in the bank, either in the area you have been working in or another.

During the first two years, you will study towards an HND in Business (Accounting and Finance) at the European College of Business and Management as well as a separate banking qualification (Bankkaufmann / Bankkauffrau). This means attending college once a month for approximately three days.

Upon successful completion of the HND, you will study for a further year and a half to top-up to a BA (Hons) degree in Business Studies which will include an accounting module. Typically you will have to attend college three days per month, however sometimes this may be at weekends. More study will also be required in your own time.

Your progression with your studies at college is considered as important as your progression within the working environment. You will be given full support by the college and by your line manager to ensure you achieve your full potential and maximise your skill set, both academically and practically in the workplace. You will also be able to speak to other trainees that have taken part in the course, for help and guidance along the way.

All college fees are paid for by the bank on top of your basic salary. All trainees will start on the same salary and will continue on the same salary whilst on the programme. Other benefits include private healthcare, life cover and a non-contributory pension scheme.

Successful applicants will be assigned to a role based on suitability and the requirements of the bank. If you would like more information then please feel free to contact the Brokerage using the details at the end of this information sheet.



For more information regarding the European College of Business and Management please visit

www.eurocollege.org.uk

What could you be doing?

It is highly likely that you will be allocated to one of the following business units for the duration of your programme.

1. Trade Finance & Cash Management Division (TF & CM)

This department supports the Bank's Corporate clients, based in the UK, in Germany and other countries where Commerzbank has got a branch with their Transactional Services needs. TF & CM have regular contact with clients to answer queries and provide solutions.

TF & CM duties include:

- Set up of online Banking for corporate clients
- Cash Pooling solutions
- Cash / Cheque Paying-in facilities
- Credit Card Facilities
- Trade Finance / Documentary Business

Trainee duties in TF & CM Client Services

- Answering client queries via phone and email
- Liaising with other departments/branches in London and Germany
- Creating and sending contracts to clients for online banking and cash pooling
- Working with our agency bank to establish paying-in facilities, petty cash facilities and ordering corporate credit cards
- Informing clients of system updates
- Checking and processing client documentation
- Maintaining electronic and paper based files
- Dealing with statement requests
- Setting up fees and interest rates
- Maintaining updated system procedures

**Trainee duties in TF
& CM Sales**

- Contact with clients via telephone and email
- Assisting clients with electronic banking and cash management solutions
- Market existing and new products to our clients
- Working with sales managers directly to enhance knowledge of the market conditions
- Data input and processing
- Presenting work to managers

**Trainee duties
in TF & CM
Documentary
Business**

- Opening, amending, settlement and general administration of Export and Import Letters of Credit (including checking of documents) and Collections
- Receive requests from customers and liaise with internal departments
- Send quotes to and answer questions from customers
- Help report and control Documentary Business income
- Filing and general office administration

2. Corporates International / Relationship Management – UK

Corporates International is the Relationship Management arm of Commerzbank AG, London Branch and is part of the wider Corporates International Branch network represented in around 20 countries worldwide.

In close liaison with product specialists, we provide and market a broad range of products and services to corporate clients in the United Kingdom and elsewhere.

In addition to the main business model of servicing large, predominantly UK based corporates (UK Desk) we also service smaller clients domiciled in the UK whose parent companies are based in Germany or another of our global markets (“International Desk”).

Our business incorporates advisory and capital markets activities in debt, equities, commodities, fixed income and currencies with a strong focus on the Corporate Finance product suite, as well as a full range of transactional banking services.

As Relationship Managers we aspire to be the clients’ partner of choice when it comes to the development and execution of smart solutions for all their financing and capital market needs. At the same time we take primary responsibility for defending the bank against financial crime related and regulatory risks as may arise in transacting with clients.

We service in the region of 80 Large Corporates and 900 SME’s (Small and Medium Enterprises).

The client facing teams are supported by a Local Chief Operating Officer / Business Manager who provides reporting and administrative and liaises extensively with internal stakeholders.

Trainee duties in Corporates International / Relationship Management

- Providing company research and analysis to Relationship Managers
- Providing relationship updates and liaising with various other internal departments within the bank
- Drafting of credit applications and calculating key company financial figures and ratio’s for further company analysis
- Drafting of product pitch books for external discussion with clients
- General administrative support for Relationship Managers
- Supporting account opening processes and ongoing compliance related “know your customer” checks

Trainee duties in Corporates International / Relationship Management (International Desk)

- Coordinate team tasks for the Head of International Desk
- Take over and manage projects/one-off tasks for the desk
- General administrative support for Relationship Managers
- Supporting account opening processes and ongoing compliance related “know your customer” checks

Trainee duties in Corporates International / COO

- Prepare reporting for Senior Management
- General administrative support for Local COO / Business Manager
- Support “know your customer” management process incl. preparation of meetings, liaising with Relationship Managers to gather client information

3. Finance

Finance London is responsible for all the day-to-day transactional accounting for Front Office business booked in the UK. This starts with the production of daily P&L and extends to the preparation of the monthly and annual information necessary to meet the financial & management reporting requirements of the Commerzbank Group, as well as statistical and regulatory submissions required by the UK & German regulators. Finance London is also responsible for the review and analysis of financial information to assist senior management, in Front and Back Office, with their strategic decision making.

Regional Control is responsible for the Financial, Management and Regulatory reporting of the London Branch, UK, UK subsidiaries and special purpose vehicles of Commerzbank AG.

This role is to be a Vocational Trainee within a team that will perform the following functions:

Trainee duties in Regional Control

- Assist with the submission of monthly / quarterly statistical returns to the Bank of England
- Carry out a range of data analysis procedures aimed at ensuring the general data integrity of the information used for regulatory reporting purposes
- Assist in the preparation of a range of regulatory submissions to be provided to Head Office to assist the Group as a whole to meet its' German & European regulatory reporting responsibilities
- Respond to queries raised by the Regulator, Head Office or internal Finance management
- Assist the wider Regional Control team in a range of ad hoc initiatives

4. Information Technology (IT)

This department is responsible for the provisioning of data systems to manage data in an effective and controlled way, efficient interfacing and distribution of data between systems and business intelligence and visualisation services to capitalise on data content.

Roles within IT will involve rotations within the following:

Project Management Office

- Budget and cost management
- Planning
- Reporting

The role provides the opportunity to develop project management skills

Application Operations

- System monitoring
- Resolving issues
- Advising users
- Automating tasks via scripts

The role provides the opportunity to develop business analysis and development skills, with an emphasis on analysis skills

Developer

- System design
- Data modelling
- Programming

The role provides the opportunity to develop business analysis and development skills, with an emphasis on technical skills