



Graduate Careers

BUSINESS OPERATIONS

EXPLORING OUR BUSINESS.

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The perfect way to learn what you're good at
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IMAGINE WHAT YOU COULD ACHIEVE

Take a leading independent global investment management business with over £100 billion under management. An ever-changing and dynamic organisation with more than 900 employees based in Edinburgh.

Now explore every aspect of it through a two-year rotational programme and the opportunity to experience the full cycle of over a dozen operational teams which support our growing business. Although the graduate programme is named Business Operations, internally we use the term Investment Operations, as it supports the entire investment process.

We wouldn't expect you to know right now which team you'll join in two years' time. That's precisely why our rotational programme provides such exposure, and graduates are often surprised at the wide range of professional opportunity. Our programme is designed to allow you to work on real projects and develop new ideas in everything from Business Risk and Finance to Corporate Governance, Client Operations and much more.

And once you've built that foundation, launch your career here in a specialism that's matched to your talents, interests and aspirations. Find your place in Baillie Gifford.

“Ultimately, we’re looking for motivated people who have ideas, initiative and a hunger for learning. The sort of person who spots an opportunity and asks to be involved in, or even initiate, a project. We’ll match your strengths with our business needs. And, because we take a small number of graduates every year, you can be sure that you’ll be noticed, and given real responsibility from day one.”

Dickson Jackson, Director, Investment Operations and Graduate Programme Sponsor

– Baillie Gifford Graduate Careers



FIND OUT MORE AND APPLY AT [BAILLIEGIFFORD.COM/GRADUATES](https://www.bailliegifford.com/graduates)

ABOUT BAILLIE GIFFORD

Established over
100 years ago



Over £100 billion
under management



More than 900 people
based in one location
in Edinburgh



Unique overview of
operational functions
during two-year
rotational programme



Established more than a century ago, Baillie Gifford provides investment management services for a wide range of international clients, from large pension funds to individual private investors.

We look to buy stakes in companies that have the potential to grow significantly over the long term – and our track record has proved our ability to seek out and invest in businesses that change the way the world looks - like Amazon, Alphabet (Google), Tesla, Facebook, TripAdvisor, Alibaba and Ocado for example.

In other words, we put a high value on innovative thinkers – and that’s as true of our people just as much as the companies we invest in.

“The benefits of the links that the graduates build up over the two-year programme are immediately apparent, with connections into nearly every team. Six months later, one former graduate is already a key member of our team and at the forefront of a large change project covering multiple departments”.

Stephen Peters, Business Improvement Manager

WHAT IS INVESTMENT OPERATIONS?

Investment Operations has been described as ‘the oil in the machine’ – not seen on the outside but keeping everything within the business running smoothly. As a graduate trainee, you’ll be part of our Investment Operations function (the term we use within Baillie Gifford to describe this multi-disciplinary team which supports our investment process). We find it more straightforward to call the graduate programme Business Operations, however, as it provides exposure to a diverse range of business functions.

Although it may all happen behind the scenes, it’s certainly not what we’d call a ‘back office’. All the areas of Investment Operations are interlinked, and what we do here is critical to the success of our business – from liaising with clients directly on accounting and administration matters, and reconciling trades with custodian banks, to processing trades or analysing operational risk. We add value at every stage of the process.

The work of Investment Operations goes further than just maintaining processes and systems though. Much further. Our business is constantly changing, so the operations that support it must be flexible and future-focused too. We look for people with the creativity and insight to drive change and continuous improvement in everything they do. Whether it’s a simple process or a complex project, you’ll always be questioning, exploring and challenging. Is there a better way to do it? What if we tried this? Has anybody thought about that?

So this graduate programme is about understanding how we operate – then helping us do it even better. It’s not dry theoretical repetitive work. It’s about working with people, networking and learning.



OPENING UP MY CAREER OPTIONS

A snapshot of life at Baillie Gifford.



I had worked for a couple of years in financial services before joining Baillie Gifford. So for me the rotational programme was great as it opened up so many different career routes again. In fact, I was actually surprised about which areas I preferred! I think that with some employers you can get pigeonholed, but here you'll find lots of opportunity.

The stand out for me is the confidence I've gained. Maybe it's down to the size of the organisation and the fact that it's like moving to a new job every few months, learning new things, taking on new responsibilities and getting to know new people all of the time.

I particularly liked the Legal and Marketing rotations. It's certainly about more than numbers and you need to be up-to-

speed with emerging trends such as increased competition in the industry and regulation. The key thing is you deal with lots of different departments, so it's great for networking. It's good to have feedback from senior partners too.

My current marketing analyst role is really diverse, working on some major projects as well as the day to day tasks. I have also had the opportunity to join the media team too. It's a lot about communication and project management which is a good balance for me.

Culture wise, Baillie Gifford offers a terrific experience too. I can't imagine a more welcoming place to work or a better social life, particularly if you're new to Edinburgh.

MELISSA PATERSON
SENIOR MARKETING
ANALYST
University of Edinburgh –
Business Studies, 2006



ABOUT THE PROGRAMME

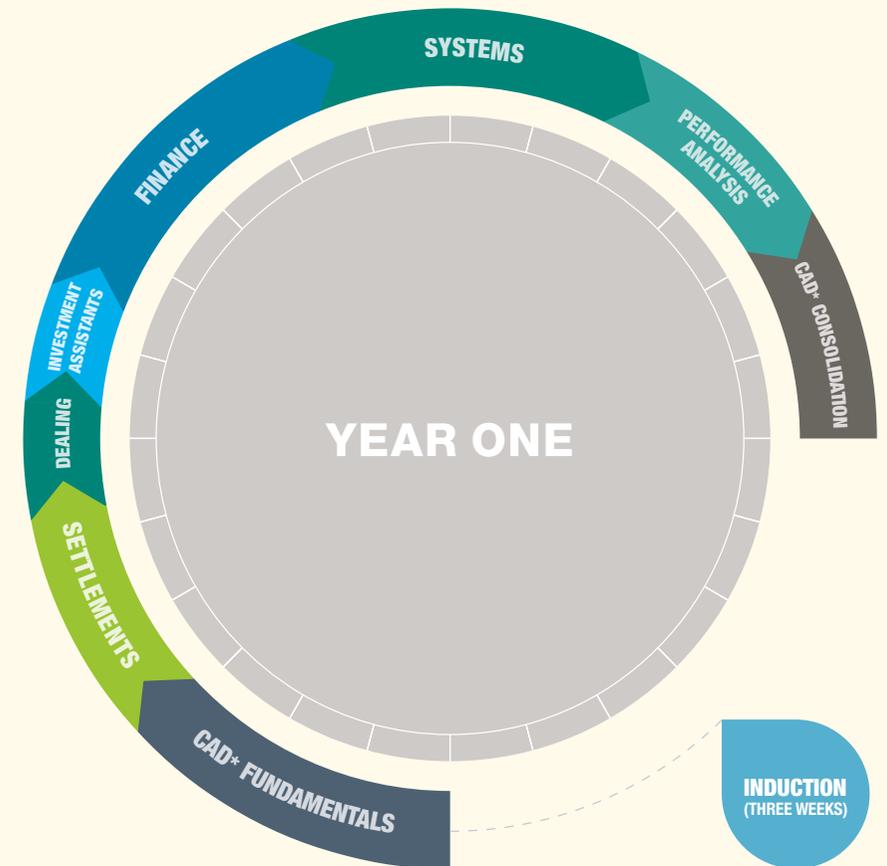
Here's a unique opportunity to gain a comprehensive overview of the key operational functions that support our fund management business. Unlike other investment organisations, at Baillie Gifford the whole process is in-house. You'll see first-hand how it works in action – and learn how it all meshes together to drive everything we do.

Armed with this fundamental and valuable understanding, you'll have the perfect foundation to build your business career.

Placements vary in length, from a week to a couple of months or more. So you'll be constantly experiencing new areas and learning new things – from technical skills to fund management.

And as you progress, you'll increasingly get the opportunity to add value to the business, contribute to key projects and bring in new ideas from the understanding you've gained on other placements.

There's constant on-the-job training, as well as study leave to help you achieve professional qualifications such as the Investment Operations Certificate (IOC) and Investment Management Certificate (IMC). You'll also have the opportunity to build soft skills and benefit from a mentor supporting you throughout your programme.



ADDITIONAL ACTIVITIES AND SUPPORT

<p>Ongoing support from your manager, mentor and a buddy</p>	<p>Induction Project</p>	<p>Committee Membership and Attendance</p>	<p>Representing Baillie Gifford at Graduate Fairs</p>
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* Client Accounting Department.
This is an illustration of a typical journey through the two year programme. Please note that the flow of rotations will vary from graduate to graduate.

WORKING HERE

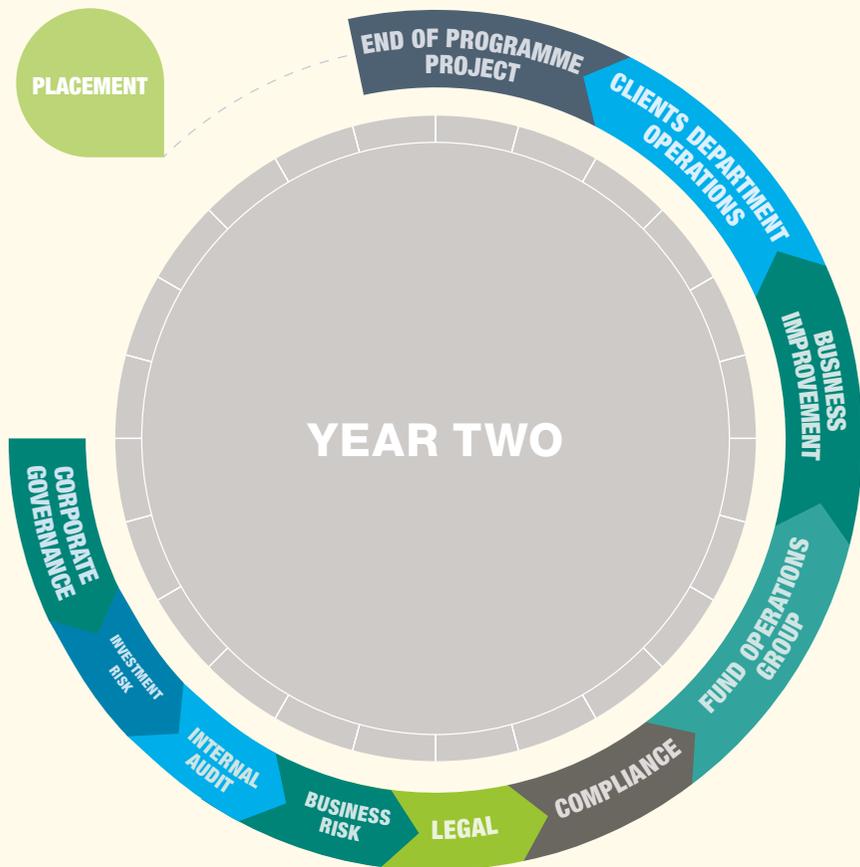
Partnership defines us. It has since we opened our doors back in 1908. As an independent partnership, Baillie Gifford is owned by its partners who all work full time in the firm. But what does that mean to the people who work here?

Put simply, it helps to foster a different kind of culture. One that's built on a long-term approach to the development of our staff, our clients and our investments. It also creates a refreshingly open, collaborative and supportive environment. Colleagues work together across different specialisms and teams. We learn from each other as we explore new possibilities in all areas of our business.

One of our people described working here as "a stimulating, inspiring and enjoyable experience". That sounds good to us.

"Everyone at Baillie Gifford wants the graduates to succeed. You have a wide support network including a mentor, our graduate manager and the secondment hosts. You also develop a strong network of existing and previous graduates within the firm."

Bryony Nelson, Investment Operations Graduate Trainee



Exams



Supporting the Graduate Assessment Process



Outward Bound



Training Courses

DISCOVERING WHAT I ENJOY

A snapshot of life at Baillie Gifford.



LAURA JOHNSTONE
GRADUATE TRAINEE
University of Aberdeen –
Accountancy & Management,
2015

I wasn't at all sure what I wanted to do after graduation, and didn't fully appreciate what Investment Operations is. Because it's so broad, and covers so many different disciplines, the idea of a rotational programme appealed to me as it would allow me to experience different areas of this investment business. It's an amazing opportunity and I haven't seen anything like this offered elsewhere.

On day one I was nervous but you soon meet up with the other new graduates and your manager and it doesn't feel like a big firm (although there are over 900 people). There are lots of opportunities to meet colleagues throughout the business including senior partners who are genuinely interested in you and your development.

My first placement was in the Client Administration department, and I was given my own funds to look after for three months. You're given responsibility right away, and I particularly enjoyed contributing at meetings, and having my ideas taken seriously.

Right now I'm finishing my placement in Finance and I've presented back on what I've learnt here. The focus on learning is important. Although I had an understanding of the basics from my degree, I'm gaining even more knowledge through studying for the Investment Operations Certificate as well.

It's still early days – and I'm planning to take as much as I can from each rotation. It's about discovering what you enjoy, what skills you want to develop and where you can make a positive impact.

FOCUSING ON MY FUTURE

A snapshot of life at Baillie Gifford.



TOBY MATHEWS
DEALER
Northumbria University –
Finance & Investment
Management, 2012

Before I spotted Baillie Gifford's programme, I was initially applying for jobs in London. However, the rotational nature here certainly appealed to me. Two years of experiencing every aspect of a business sounded like an opportunity I simply couldn't miss.

At the interview I realised how warm and welcoming the company is. It didn't feel like an exam with questions designed to catch you out. Instead, this seemed genuinely about getting to know you through honest and open discussions.

It's definitely the culture that makes Baillie Gifford so special. Lots of people know your name so you feel valued and that you're not just another graduate trainee. Senior colleagues are not hidden away somewhere but work only a few desks from you. The whole place has a very open and non-hierarchical feel.

The benefits of spending time in different operational teams is clear, and I've gained confidence in knowing people right around the business. At the end of my programme, I met with my manager and HR to talk through my experience. We looked at which of the different departments would suit my skills and ambitions – and of course, the resourcing needs of the business. My first role was working within the Client Administration department, one of the biggest areas in Investment Operations. This gave me exposure to the full life cycle of a trade, from investment through to client reporting, and strengthened my understanding of Baillie Gifford and our client service approach. A year on, I've now moved to the Dealing team. Knowledge gained from the graduate programme has been invaluable in my new role.

EXPLORE WHAT'S POSSIBLE

Everyone's journey here is different. You're not pigeonholed into a particular business area from day one. We don't expect you to know which area you want to specialise in when you join us – and we won't come with any preconceptions either. These two years are about exploring, learning and discovering just where your career could take you within Baillie Gifford.

So only when you've completed your programme will you be assigned to a longer-term role in a specialist team. Here you'll be able to capitalise on your knowledge to make a positive impact on our future – and shape yours as you continue to learn and grow with us.

Throughout your programme and your career here, we'll encourage you to take responsibility for your ongoing development, whether that's attending a formal training course, signing up to a webinar, going to a conference or working on a new project. As one of our trainees put it: "You are in charge of your career".





“If you’re interested in seeing how a complete business works, you couldn’t get a better platform. The access to people is unparalleled, and the rotations I worked through during my graduate scheme gave me the opportunity to find out what I’m good at, and where to specialise.”

Yvonne Paris, Fund Administration Team Leader



More than 250 hours of formal training courses during your graduate programme



Ongoing support for Learning and Development



Full support for the IOC



Active social scene



Competitive starting salary and annual bonus



15% employer pension contributions



34 days annual leave



OVER TO YOU

As far as your degree subject goes, we're completely open-minded, although an interest in business is a must. What matters is that you're fascinated by the way organisations work. You're a real team player too – and you can quickly adapt to changing situations.

You're also keen to learn, but that goes without saying really. And if you can add a consultative and problem-solving approach too, we should be talking.

“With my Geography degree background, I was a little worried that I'd be at a disadvantage – but I've not had a problem at all. I learnt so much in the two-year programme about the whole business cycle, with great training opportunities, and I had the chance to find out what interests me.”

Sam Rooke, Corporate Governance Analyst





OUR APPLICATION PROCESS

STAGE ONE



Complete a short online application form, attaching your CV and cover letter. We will review your application to find out more about you and assess whether you have the skills, attitude and curiosity to make a good investment operations graduate trainee.

STAGE TWO



If you are successful in the first phase, we will invite you to our offices in Edinburgh for a first interview with one of our Investment Operations professionals and a member of the HR team. They will look at your CV with you and discuss the academic and professional choices you have made so far. They will also ask you to answer competency-based questions that assess your abilities and experience as well as present to them on the topic of Investment Operations.

STAGE THREE



The final stage of interviewing is also the most in depth. You will attend an assessment centre with other applicants which will include a second interview, a group exercise and a personality questionnaire. You will also have the chance to speak informally to current graduates, managers and HR representatives about Baillie Gifford.



BAILLIE GIFFORD. COM/ GRADUATES

[LinkedIn.com/company/baillie-gifford](https://www.linkedin.com/company/baillie-gifford)



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