



Apprenticeships at AJ Bell

“An apprenticeship with AJ Bell is a fantastic way to start your career.

“As an AJ Bell Academy apprentice, you’ll be working and learning in an environment that will support you with your studies and also in your personal and professional development.

“As you read on, we hope that you’ll be inspired to join the AJ Bell Academy and feel good about your future at AJ Bell.”

Lucy Kidson
AJ Bell Apprenticeship Academy
Manager



About us

In 1995, our founders – Andy Bell and Nicholas Littlefair – started the company in a tiny office in Manchester with just £10,000 in personal loans. Their entrepreneurial spirit, ambition and vision for the industry fuelled the company’s growth, so that today it is one of the UK’s largest investment platforms. In December 2018 we reached a significant milestone when we listed on the Main Market of the London Stock Exchange.

We support our customers to invest in the life they want to live, so we aim to make the whole investment process as easy and straightforward as possible. This means offering a range of products that match our customers’ needs. Our customers feel good investing with us because they get great value for the service we provide and they know our friendly team is here to help – whether that’s over the phone, email or webchat.

Product summary


As well as providing online investment platforms for financial advisers and DIY investors, we also offer bespoke pension services, deliver investment management solutions, and run the media business behind titles like Shares magazine. The various different parts of the AJ Bell Group are shown below.



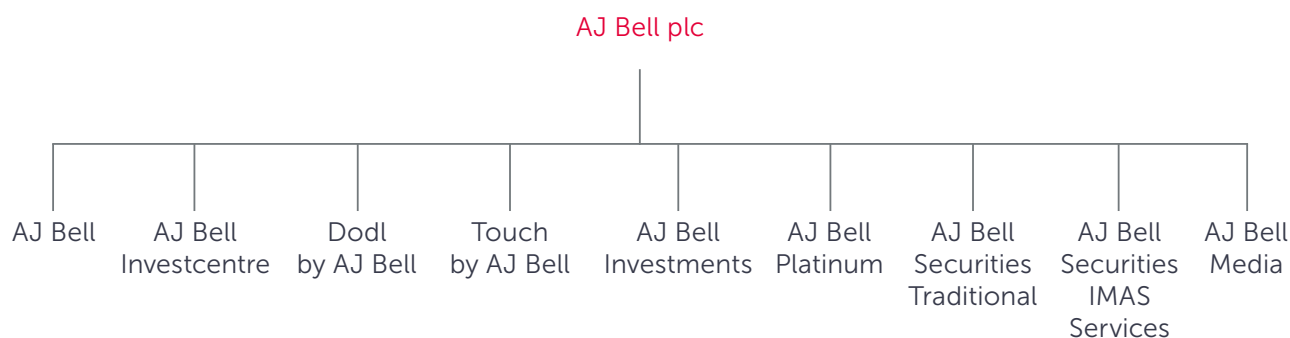
Over 440,000 customers trust us with their investments



£73.8 billion of assets under administration



Over 1,200 employees



Our apprenticeships

The AJ Bell Academy offers a choice of two apprenticeship programmes that give you the opportunity to feel good about your future at AJ Bell. With our Academy programmes you will gain experience in a fast-growing, award-winning business, while working towards a professional or academic qualification. The AJ Bell Academy provides you with a working and learning environment where you can feel positive, feel engaged and feel supported as you start your career with AJ Bell.

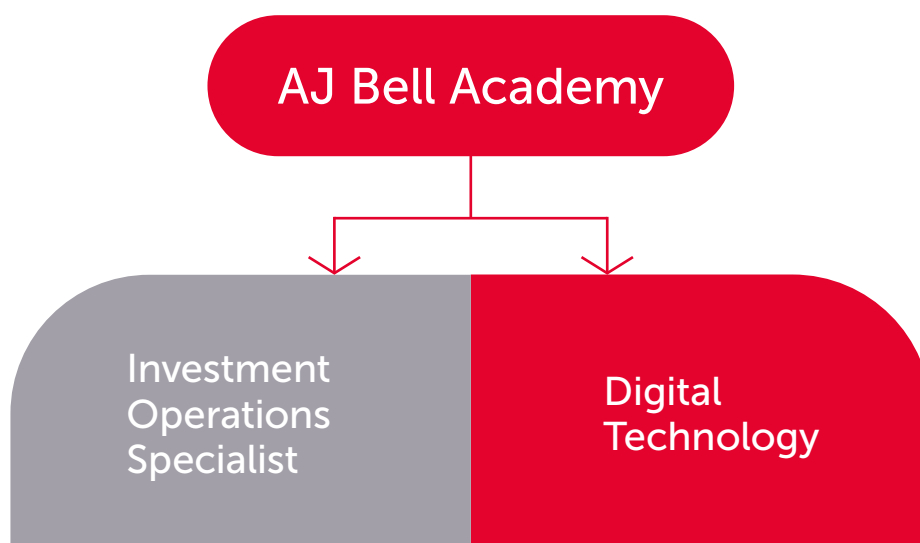
Our **Investment Operations Specialist** route is designed to help you develop a wide range of competencies, including developing your verbal and written communication skills. Our Academy will provide the ongoing training, development and mentoring you'll need, enabling you to progress your understanding of financial services – all whilst earning a competitive salary!

Throughout your two-year contract, you will work towards an industry-recognised professional qualification, whilst following, the Level 4 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.

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 this four-year programme you will work in our Technology Services Department to develop your skills gain experience and feel valued from the start.

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 Consultancy, which will then be the focus of your degree studies from your second year. As well as having a day each week studying at university, your fees will be paid and you'll be earning a competitive salary. Our Academy will also provide mentoring and ongoing training, including in-house technical and professional development training, enabling you to progress your understanding of financial services.



We ask the following from applicants to the AJ Bell Academy:

- 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 Technology path we require a minimum of 112 UCAS points (under the new tariff for courses starting from September 2017).
- Minimum of five GCSEs at grades 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 your role.

Our apprenticeship programmes

When you join the AJ Bell Academy, whether you go down the Investment Operations or Digital Technology apprenticeship route, you will enjoy a tailored induction programme where you will learn about AJ Bell and the services we offer to our customers. Our goal is that you feel valued, feel included and feel supported from day one. You will get to know our business and develop your skills on and off the job, while at the same time continuing on a development programme designed to help you invest in your personal growth and feel good about 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 on pages 10 and 11.

To find out more visit ajbell.co.uk/careers/apprenticeships or contact us at apprenticeships@ajbell.co.uk

My journey with the AJ Bell Academy

We are very proud that many senior members of our team joined the business in entry level roles, and have since seen their careers develop in line with the growth of the company.

Our AJ Bell Academy programmes are an opportunity to gain hands-on experience across a wide range of disciplines, helping you to develop a deeper understanding of the business and where you want to focus your future career path. Alexandra, Ben and Kiera have all reached different stages of their career journey.

Kiera

“The apprenticeship programme has aided my personal and professional development over the last four years, allowing me to develop valuable skills and experience.”

Ben

“The apprenticeship provides a benchmark for further progression. AJ Bell also provides lots of opportunities for their people.”



Alexandra

“I joined AJ Bell straight from sixth form after completing my A-Levels. Many of my friends had chosen to go to university but I didn’t feel that was the best decision for me as I wanted to gain more work experience as well as continuing my education. Since graduating from the Investment Operations Specialist apprenticeship I have been promoted twice and now I am a Team Leader managing my own team. I believe the apprenticeship set me up perfectly for this as I rotated around teams to gain really good in-depth knowledge of different areas that not many other people have. The apprenticeship also helped me gain my confidence within an office environment and big company considering I hadn’t been in a professional working environment before.”

Oliver

"This apprenticeship has been an amazing experience that has helped me develop both professionally and academically. I'm now really excited for my future at AJ Bell as a full-time software engineer. The graduation ceremony was a great day, I really enjoyed getting to celebrate our achievements with my fellow apprentices who've been with me every step of the way".



Rob

"I feel incredibly fortunate to have been chosen to complete this programme. The support I've had from my teams from the start of this journey to now has been fantastic. Special shout-out to Jessica Potts for spending so much of her time mentoring me! I've been given the knowledge and skills to support my new career in IT Security!"



Julia

"Thanks to the Digital and Technology Solution Apprenticeship, I was able to break into the world of women in STEM, despite not having a technical background. Balancing full-time work and studies, I have witnessed significant personal growth and learning, and I am very excited for what the future holds with AJ Bell. Yesterday's celebration marked a moment of true joy and recognition for the efforts invested during these past four years."



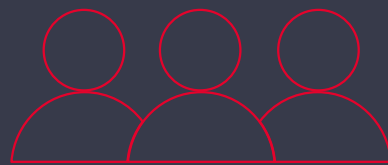
Celebrating your success

We are very proud of the hard work put in by all of our apprentices, and the valuable contribution they make to the business. We like to recognise your achievements and celebrate the next step in the development of your career with AJ Bell.

Following the successful completion of their programme, our apprentices mark the occasion with a ceremony, where they receive their awards in front of senior leaders – including our CEO Michael Summersgill and members of our Executive Management Board – as well as their managers, colleagues and mentors. We also offer the opportunity to invite friends and family to share in their success and celebrate their achievements.

81%

of apprentices have been promoted soon after completing their programmes.



Each apprentice has their own dedicated support network and mentors



Working at AJ Bell

We know that our people are the driving force behind our success, so we strive to create a working environment in which everyone feels happy, motivated and valued.

We are very proud to have been named as one of the Top 100 Best Companies to Work For in the UK for the last five years.

Giving something back

We encourage our employees to give something back, so our dedicated internal events team run a range of events throughout the year to get involved with. From volunteering with our charity partners through the AJ Bell Futures Foundation, to taking part in our own AJ Bell Bake Off competitions, you will find lots of opportunities to make a difference. We also offer matched funding up to £100 for employees who are fundraising for their own charities through personal challenges.

Feel good about your future at AJ Bell

We're committed to helping our people develop, excel and achieve their own version of extraordinary. Whatever your career goals, our dedicated in-house Learning and Development team is here to support you every step of the way.



Social events

Whilst we expect our employees to work hard, we also know how important it is to let your hair down and get to know your colleagues away from your desk. There's plenty of opportunity to do just that throughout the year, including Christmas and summer parties, as well as monthly office socials.

FAQs

Why should I do an apprenticeship?

An apprenticeship is a great way to start your career because it offers a genuine job with training, allowing you to earn whilst you learn and gain a recognised professional qualification. Choosing an apprenticeship over university means you won't need to worry about tuition fees.

With an apprenticeship you build valuable skills through on and off-the-job training. And it's much more than just gaining a qualification: you are given the support 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 resources](#).

Why should I do an apprenticeship with the AJ Bell Academy?

At AJ Bell we help people to feel good investing – and we help our apprentices feel good about their future at AJ Bell. We were named the North West Large Apprentice Employer of the Year 2021 at the National Apprenticeship Awards and we offer the opportunity to build a career with one of the UK's fastest-growing digital investment platforms. 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 in your studies to gain a highly regarded professional/academic qualification (equivalent to a Foundation Degree or BSc depending on which programme you follow), and provide a comprehensive learning and development programme that continues with you throughout your career, even after you have completed your apprenticeship. You'll also have the support of a dedicated mentor. All of this whilst you earn a competitive salary too.

There are many reasons to choose the AJ Bell Academy for your career choice. Some of those include our discretionary bonus scheme, our award-winning office, our free on-site gym, and even the chance to spend time with colleagues at our regular social events! We've also been named as one of the Top 100 Best Companies to Work For in the UK five years running.

Am I guaranteed a job at the end of my apprenticeship?

During your apprenticeship you will have regular catch-ups and performance reviews with your line manager so you can see how you are progressing. If you perform well during your time with us and complete your apprenticeship you will be offered a permanent job.

What do I wear?

At AJ Bell you can choose to wear what you feel is appropriate for your role. There is no need to wear traditional office attire but what you wear should create a positive image of yourself and AJ Bell.

What are the working hours?

Our normal working hours are 8.45am to 5.15pm - Monday to Friday. As an apprentice, we will ensure you receive the support and training to develop the skills and knowledge required to be successful in your role. You will also be given time and resources to study for your exams.

Where are AJ Bell's offices?

AJ Bell operates a hybrid working policy; this offers a blend of working at home and working in our office in Manchester. This blend may depend on your role and the tasks you are doing. When not working from home, you will be based in our office at 4 Exchange Quay, Salford Quays, Manchester (EQ4). EQ4 is a fantastic, modern office with great facilities. These include a lounge, dining area, multifith room, and a gym on the premises which is free of charge. In fact, our office has been rated as the top office in Manchester, and it came fifth in a global ranking of places to work.

The closest Metrolink stop is Exchange Quay, which is a two minute walk from our office.

We also have offices in Bristol and central London. As well as being the home of AJ Bell Media, our London office is where our Public Relations team is based.

Being close to the offices of so many major media organisations is a real benefit to our

spokespeople, because it means they can react quickly to any PR opportunities that arise. As a result, our spokespeople are regularly invited to share their expertise in a variety of newspapers, magazines, radio programmes and television news items – all of which really helps to strengthen recognition of, and trust in, the AJ Bell brand.

How do I apply?

If you would like to apply for one of our Academy apprenticeships – either our Investment Operations Specialist apprenticeship or our Digital Technology apprenticeship, please submit your CV and a covering letter through the vacancies page on our [website](#). In your covering letter you should explain why you would like to work in financial services and why you would like to join the relevant AJ Bell apprenticeship programme. You will find our Academy vacancies at ajbell.co.uk/group/careers/vacancies or contact us at apprenticeships@ajbell.co.uk

You may then be invited to have a telephone interview with us, during which we'll spend a little time getting to know you better. If you are successful at this stage, we will ask you to attend one of our apprenticeship programme assessment days.

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

Intelligent

We know our stuff.

Personal

We are human. Not robots

Principled

We do the right thing

Focused

We give customers what they need.
Not what they don't

Energetic

We never stand still





EQ4

As an apprentice, your time in the office will be spent at our head office at 4 Exchange Quay (EQ4) in Salford Quays. The building is a fantastic, modern, open plan space that has been designed specifically to support the requirements of our business. It has a dedicated learning and development suite, e-learning zone, dining area, lounge and roof-top terrace, as well as an on-site gym that is managed by our own personal trainers, and is free for our employees to use.

EQ4 is easily accessible by tram from various locations across Greater Manchester. The closest tram stop is Exchange Quay, which is a two minute walk from our office.

Feel good, running

At AJ Bell, we aim to make people feel good, investing and we believe running can help do the same in their everyday lives. The partnership will see AJ Bell support all six of the Great Run events in Birmingham, Bristol, Manchester, Newcastle, Glasgow and Portsmouth.

Each year, AJ Bell will be nominating an official charity partner for the Great Run Series, helping to make a real difference to the every-day lives of hundreds of thousands of people across the UK.

AJ Bell staff, customers and their friends and family are eligible to a complimentary place at a Great Run event of their choice, to get their own feel good, running fix.



AJ Bell Great Manchester Run the city's original and best-loved running event.



Life at AJ Bell

At AJ Bell we celebrate diversity and continuously strive to build a culture of inclusion where our people have a sense of belonging and where everyone feels able to participate and achieve their potential. We want our people know that all backgrounds, perspectives, and skills are welcome and respected.

We celebrate diversity throughout the year with activities including Pride in AJ Bell to wave the flag for our LGBTQIA+ colleagues and communities, events and training to mark Neurodiversity Celebration Week and National Inclusion Week. Our multifaith room is available at all times for those who wish to use the space.

Your physical and mental health and wellbeing are very important to us. That is one of the reasons we have our very own gym on site, which is free for our employees to use and offers a range of activities to suit everyone, from yoga and fitness classes to running clubs.

We recognise the impact of your work-life balance on your health: your paid holiday entitlement starts at 25 days (plus bank holidays) increasing to 30 days with length of service, and you have an opportunity to buy and sell holidays should you need to.

Safeguarding forms parts of our commitment to the welfare of our apprentices; this will be outlined to you when you start. Furthermore, we have an Employee Assistance Programme that you can contact 24/7 for support regarding any issues impacting your wellbeing. We also have mental health first aiders – employees in the business who are trained to help you take care of your mental health.

To create a strong culture, every employee—regardless of who they are—must feel included and accepted. Everyone must feel like they belong to a team and that their opinion matters.

People feel part of a collective community where everyone can be their authentic selves—all while feeling accepted, supported, and secure.

Our talent is what drives our business forward. And when that talent is varied—and employees have a sense of inclusion and belonging—we open the door to greater possibilities.

We build a culture of inclusion where all backgrounds, perspectives and skills are welcomed and respected.

At AJ Bell we celebrate diversity and promote inclusiveness within our business and industry, where everyone feels able to participate and achieve their potential.



Employee Assistance Programme





AJ Bell Academy



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