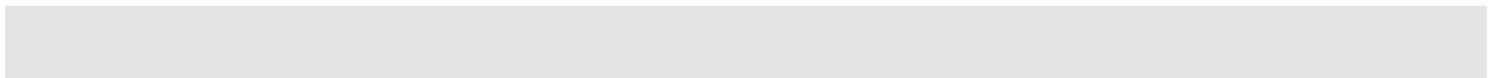




Commerzbank Vocational Trainee Scheme

Fact Sheet 2022



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About Commerzbank



Commerzbank is the leading bank for the German Mittelstand and a strong partner for around 30,000 corporate client groups and around 11 million private and small-business customers in Germany. The Bank's two Business Segments – Private and Small-Business Customers and Corporate Clients – offer a comprehensive portfolio of financial services. Commerzbank transacts approximately 30 per cent of Germany's foreign trade and is present internationally in almost 40 countries in the corporate clients' business. The Bank focusses on the German Mittelstand, large corporates, and institutional clients. As part of its international business, Commerzbank supports clients with German connectivity and companies operating in selected future-oriented industries. Following the integration of Comdirect, private and small-business customers benefit from the services offered by one of Germany's most advanced online banks combined with personal advisory support on site. Its Polish subsidiary mBank S.A. is an innovative digital bank that serves approximately 5.5 million private and corporate customers, predominantly in Poland, but also in the Czech Republic and Slovakia. In 2020, Commerzbank generated gross revenues of some €8.2 billion with almost 48,000 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 Management 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.



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

www.eurocollege.org.uk

What could you be doing?

There are a number of different business areas that Vocational Trainee's have the opportunity to join at Commerzbank. International Corporates, Treasury, Credit Risk and Finance are just a few of the key areas that support the Vocational Trainee Scheme.

Should you wish to find out any more information, please email:

campusrecruitmentenquiries@commerzbank.com

Duties for Vocational Trainees

- Answering client queries via phone and email
- Liaising with other departments/branches in London and Germany
- Maintaining electronic and paper-based files
- Maintaining updated system procedures
- Market existing and new products to our clients
- Presenting ideas to managers
- Data input and processing
- Carry out a range of data analysis procedures
- Coordinate team tasks and take over and manage projects/one-off tasks
- Providing relationship updates and liaising with various other internal departments within the bank
- Prepare reporting for senior managers
- General administrative support for Local COO / Business Manager
- Support "know your customer" management process incl. preparation of meetings, to gather client information