

# Intern –Fund Administration and Oversight

**Job number: 868155**



## About the department:

The Global Fund Administration and Oversight (GFAO) team in Poznan ensures strong governance for Franklin Templeton funds worldwide. It supports the Luxembourg-based management company as well as global funds with fund administration, valuation and fund tax processes. The team collaborates across various groups and embraces innovation through reporting automation. Joining GFAO offers exposure to global fund operations, teamwork in a dynamic environment, and opportunities to develop automation skills.

## How you will add value:

- Follow up on breaks in regulatory reporting processes.
- Review control reports for accuracy.
- Oversee NAV (Net Asset Value) calculations and timeliness.
- Assist with tax-related tasks and tax projects.
- Contribute to client reporting and fund audits.
- Assist with the development, update, and monitoring of key internal policies and procedures.
- Identify automation opportunities using tools like Power Automate and Power BI.

## What will help you be successful in this role:

### Experience & education

- Enrolled as a student for the full 6-month internship.
- In 3rd–5th year of studies in finance, accounting, markets, or IT.

### Technical skills

- Proficient in Windows and Excel environment.
- Familiarity with analytics and automation tools (Alteryx, Power BI, Power Automate) would be a plus

### Soft skills

- Strong analytical and organizational skills.
- Detail-oriented and self-disciplined.
- Able to work 25–30 hours weekly.
- Skilled in creating clear, summarized presentations.

## Benefits for you



**Local work with global perspective**



**Attractive location in the center of Poznań**



**Office gym and optional MultiSport cards**



**Chill & Game zone**



**Learning resources**



**Charity events**



**Flexible schedule**

**APPLY!**

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