

Intern – International Intermediary Oversight

Job number: 867966



About the department:

The Intermediary Financing & Governance (IFG) team plays a key role in overseeing intermediary agreements, financial terms, and payment processes across global distribution channels. The team ensures accuracy, compliance, and governance over fee calculations, payments, and contractual arrangements with a large network of international intermediaries. Working in IFG means being part of a highly collaborative and detail-oriented team focused on operational control, risk mitigation, and process efficiency. The team operates across multiple regions and works closely with stakeholders in Legal, Sales, TA Oversight, and Finance to ensure consistency and integrity of financial and contractual data.

Interns in IFG gain hands-on exposure to international fund distribution operations, including agreement review, payment processing, and financial data analysis. They also have the opportunity to work with emerging technologies, including AI tools, to support reconciliation, reporting, and process improvement initiatives.

How you will add value:

Core Responsibilities

- Support daily operational activities, including processing payments, validating fee calculations, and assisting with reconciliation tasks.
- Perform basic financial calculations and data analysis to support reporting and decision-making.
- Monitor and manage incoming requests, ensuring timely and accurate follow-up.
- Assist in maintaining and updating internal records, trackers, and documentation related to agreements and financial terms.
- Leverage AI and digital tools to support data reconciliation, reporting, and operational efficiency.
- Assist with data clean-up, standardization, and automation-related tasks.

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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What will help you be successful in this role:

Experience & Education

- Currently enrolled in finance, data science, engineering, or business administration.
- Previous internship or relevant experience is a plus.
- Available to work 25–30 hours per week.

Technical Skills

- Proficient in Windows and MS Office, especially Excel.
- Experience with data entry and reconciliation tasks.
- Familiarity with analytics tools (Power BI, Power Automate) is a plus.

Soft Skills

- Fluent English and strong communication abilities.
- Strong attention to detail and high-quality standards in day to day work.
- Comfortable working in multicultural, international teams.

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