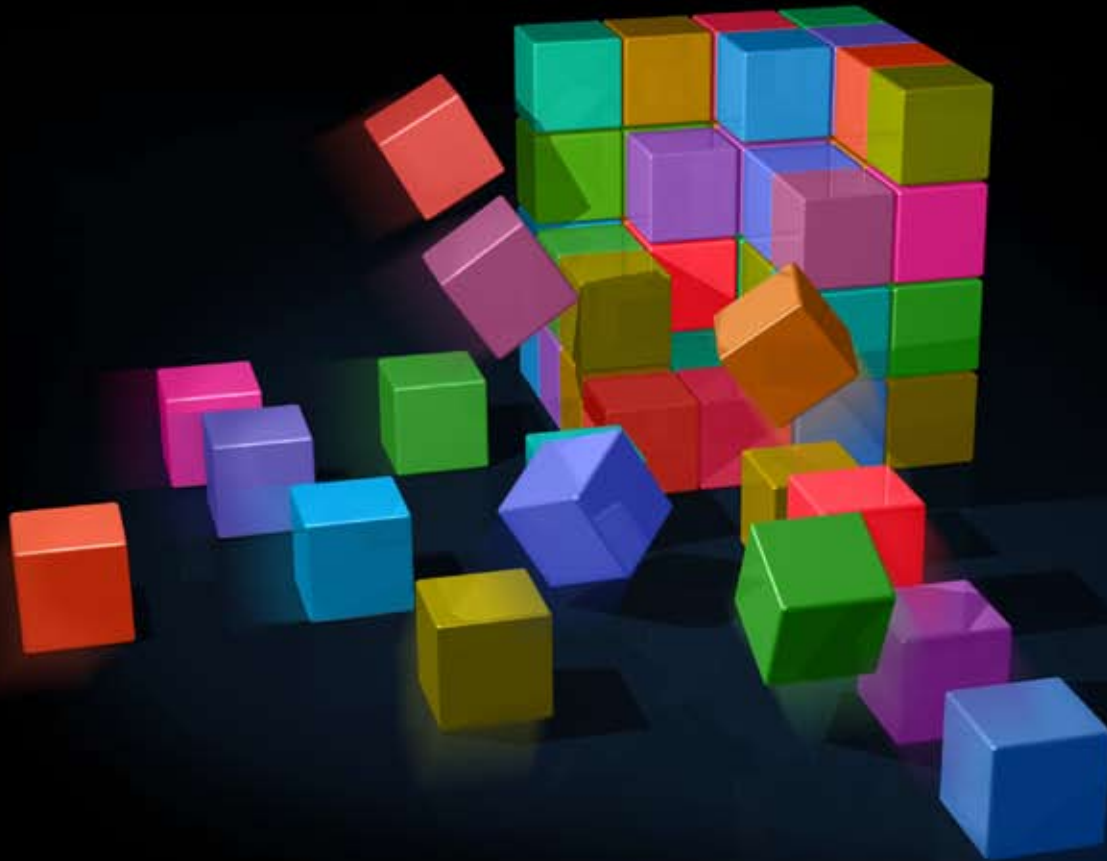




# Getting together with CLS<sup>®</sup>



CLS<sup>®</sup>

# Your placement: why CLS?

CLS operates the world's largest multi-currency cash settlement system, eliminating settlement risk for foreign exchange (FX) payments. Spending your 12 month placement with CLS is every bit as challenging and rewarding as it might sound.

We are looking for a total of four undergraduates to join us this year, in four different roles. If your application is successful, you will have an opportunity to be part of a global and dynamic team which handles over 75% of the world's FX payment instructions.

You'll leave CLS with tangible skills, broad experience and, who knows, you might even apply to join us again once you've graduated.

The CLS 12-month Internship placement offers undergraduates:

- » Valuable experience, skills and knowledge
- » A 360 degree view of a truly global organisation
- » Experience of being part of a team, working in a sociable and diverse environment
- » The opportunity to take responsibility within your role
- » A detailed induction programme and on-the-job training
- » The excellent opportunity to experience cutting edge business technology within a dynamic financial services environment
- » A competitive salary and associated benefits



# Show us how driven and determined you are

We're looking for:

- » Undergraduates in IT, Business IT (computer science or software engineering), mathematical or business-related disciplines, with an interest in financial markets
- » Commitment and integrity
- » Enthusiasm to learn and really add value
- » Team players who can think independently

Roles within our Internship programme include:

1. **Junior IT Service Desk Analyst** — The main focus of this role is to perform a provide first line customer support, case logging and tracking, and vendor liaison in a helpdesk environment. You'll need to be customer focussed, possess a good telephone manner and have strong written and verbal communication skills. An understanding of technology is desirable although high expertise is not necessary. You'll have strong working knowledge of Microsoft Windows and Office based applications and may be studying for a business focussed computer related degree.
2. **Junior IT Administrator** — The main focus of this role is IT administration, user security, group maintenance and support services within the IT Administration department for both internal and external users. You'll need to be customer focussed and have good attention to detail and accuracy. An understanding of technology is desirable although high expertise is not necessary. You'll have a strong working knowledge of Microsoft Windows and Microsoft Office based applications, and may be studying for a business focussed computer related degree.
3. **Administration Assistant** — The role of the Service Management department is to ensure that external partners and service providers comply with the CLS required standards and with agreed timeframes. If your application is successful you will play an integral role supporting the Service Managers. This will include drafting meeting agendas, minuting meetings, supporting change management processes and drafting presentations. Overall you will gain a strong grounding in the basics of Service Management, developing transferable knowledge and skills during the process. To be successful you'll need to demonstrate strong organisational skills and a good understanding of Microsoft Office packages. You may be studying for a Business Information or Management Degree.
4. **Junior Technical Services Analyst** — The main focus of this role is to provide second line technical support which includes fault investigation and resolution along with new service requests. You'll need to be able to demonstrate a good understanding of Microsoft Windows, a wide range of Wintel applications (from Acrobat to Winzip), along with client hardware configuration knowledge. You'll be able to give practical examples of where you have demonstrated excellent troubleshooting skills and have strong written and verbal communication skills. You may be studying for an IT related degree (however candidates with experience or significant IT content on a business related degree will be considered).



You will be based at our Global head office in [Docklands, London](#). **Starting this summer.**

## What you will gain

In return for your commitment to our business, you will be rewarded with the opportunity to work in a company that covers a unique space within financial markets with a competitive salary and benefit package.

## How to apply

We are currently working closely with the placement offices of the universities listed below. If you attend one of these institutions and have the required skills and knowledge, are eligible to live and work in the UK and you think you have what it takes, please submit your **CV** and covering letter telling us why you should be part of the CLS team, clearly stating which position you are interested in to your placement office.

- » Brunel
- » City of London
- » Gloucester
- » Greenwich
- » Kingston
- » University of Surrey

If you are not a member of the listed universities. Please identify the role you are interested in, check you meet the minimum criteria and submit your CV and covering letter as mentioned previously direct to our company website. See below.

Apply online at: <http://www.cls-group.com/Working/Pages/GraduateVacancies.aspx>

Or by clicking [here](#)

Application deadline: **30 April 2010**

Please note, we will not accept applications without a covering letter.

Website: [cls-group.com](http://cls-group.com)



# CLS Interns: in their words...



**Gemma Hollands**  
Intern, 2007–2008

“It amazed me what CLS do and the amount of people that work here. I found CLS a great place to work, very friendly and have seen tremendous amounts of growth in such a small space of time. I found it extremely rewarding having an impact by being allowed to make contributions to the company/operations.”

**Alison King**  
Intern, 2008–2009

“At CLS you get the opportunity to talk to members of staff from all levels, not just those you work with. It is possible to explore different areas of the business with the support of your team. There is a good balance between work/social.”



**Jerome George**  
Intern, 2008–2009

“The role at CLS is so diverse and it is easy to feel comfortable here.”

**Ashley Thomas**  
Intern, 2008–2009

“CLS has really made me think outside the box and given me the opportunity to gain a better understanding of the role IT has in business. I can't believe how important CLS is and the impact we have on the market.”



**Rowan Gibbs**  
Intern of 2008–2009

“CLS is a dynamic company yet relaxed and friendly, it has an open door policy and you can talk to those at all levels. I have learnt how CLS affects the whole marketplace and the effects that the market has on CLS”