

Position Description

WELLINGTON
MANAGEMENT®

2016 DIVERSITY SUMMER INTERNSHIP - UNDERGRAD BUSINESS ASSOCIATE

THE COMPANY

Tracing our roots to 1928, Wellington Management Company, LLP is one of the world's largest independent investment management firms. With US\$936 billion in assets under management as of 30 June 2015, we serve as a trusted adviser to institutional clients and mutual fund sponsors in over 50 countries. Our innovative investment solutions are built on the strength of proprietary, independent research and span nearly all segments of the global capital markets, including equity, fixed income, multi-asset, and alternative strategies. As a private partnership whose sole business is investment management, our long-term views and interests are aligned with those of our clients. We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. As an Equal Opportunity Employer, we welcome people with diverse life experiences, fresh ideas, and specialized subject-matter expertise.

INTERNSHIP PROGRAM

During the summer of 2016 interns will have the opportunity to be hired into many of our different business-related areas. Over the course of 10-12 weeks, the interns will experience a highly challenging and rewarding program that offers insights into the investment management profession and our firm.

THE ROLES

All internship roles are located in Boston. The summer of 2016 opportunities include the following:

CURRENT 2016 OPPORTUNITIES:

- Financial Operations & Analysis
- Fund Administration
- Global Accounting
- Global Relationship Group
- Investment Analytics
- Investment Coordination
- Investment Data & Derivative Services
- Legal & Compliance
- Trading Operations
- Trading Administration
- Wellington Hedge Management

Financial Operations and Analysis

The Financial Operations and Analysis intern will support the Incentive Compensation team within Finance. Responsibilities will include assisting in the preparation and calculation of incentive compensation payments, maintaining incentive related systems, updating relational databases and using spreadsheets to create models, analyze data, and design ways to present analytics efficiently and coherently. The position will require the intern to work in close collaboration with other members of Finance and to support various areas of the firm including the Global Relationship Group, Investment Management and many of our management and oversight Committees. The

position will provide the intern with the opportunity to improve upon their quantitative and communication skills. Candidates must be self-motivated, have strong analytical and written skills, be comfortable with technology and enjoy working in a fast-paced, team-oriented environment.

Fund Administration

Hedge Fund Administration (HFA) is responsible for the Finance, Accounting, and Operations for Wellington's Hedge Funds. Wellington has a diverse Hedge Fund platform, with many different strategies that invest globally in a wide array of securities. Professionals within HFA work closely with all of Wellington's internal groups and many external service providers, including the funds' Prime Brokers, Fund Administrators, and Auditors. The responsibilities of the intern will include monitoring the margin and exposure of the Hedge Funds, assisting internal and external fund accountants with the monthly NAVs and books and records, assisting internal accountants and external auditors with the audits and financial statements, assisting with the funding and settlement of private placements and other complex investments, Setting up new accounts and foreign markets for the funds, Researching and resolving complex cash and position reconciliation items, obtaining statements and other information from counterparties, assisting managers and analysts with strategic and tactical projects, and preparing and analyzing various reports. The Intern will be asked to research a topic that is relevant to HFA and the Hedge Fund industry in general. This assignment, combined with the Intern's other responsibilities, will provide a detailed, yet broad insight into the Hedge Fund industry.

Global Accounting

The Global Accounting team is primarily responsible for the firm's legal entity consolidated results including the intercompany and elimination processes. The team handles the accounting, under United States and international generally accepted accounting principles (GAAP) for compensation related matters and for non-compensation accruals and prepaid expenses, fixed assets and related account analysis and reconciliations. It serves as the business owner for the People Soft general ledger and asset management applications. The team is responsible for multi-GAAP accounting for the foreign affiliates. In addition, the team is responsible for regulatory reporting for the non-US and US affiliates including managing the capital requirements for the subsidiaries and staying abreast of changes to regulations. The team also supports management in the annual budget and quarterly forecast process as well as preparing, presenting and assisting in analysis to senior management. The team provides oversight in the distribution of quarterly Financial Statements and leads the independent audits of WMC's and its US and non-US affiliates. The team interacts on various topics with senior management and works closely with other areas such as Treasury, Global Tax, Legal and Compliance and other areas in Finance and Administration. An accounting or finance major is preferred.

Global Relationship Group

The Global Relationship Group (GRG) focuses on servicing and growing our client, prospect, and consultant relationships around the world. GRG employees work globally with internal and external constituents across a large and diversified set of investment platforms and organization types. The intern will work closely with the various business channels within GRG and cross-functionally. There will be exposure to the way in which we conduct business in various cultures around the world. Additionally, this individual will be exposed to multiple functional groups and all levels of seniority throughout the organization. The successful candidate will be a self-starter who enjoys reaching out to colleagues across the firm to better understand the multiple groups and individuals who collectively contribute to our activities with the clients, consultants and prospects of the firm. Project-based assignments will be assigned that reinforce our efforts in this arena.

Investment Analytics & Communications

The intern within Investment Analytics and Communications will have varying levels of exposure to five teams within the Investment Products and Strategies department (primarily with Investment Analytics and Communications along with Equity Product Management, Fixed Income Product Management, Asset Allocation Product Management, and Alternative Investments). The key areas of focus for Investment Analytics and Communications are Business Operations (increase efficiency & effectiveness), Product Intelligence/Competitive Analytics (more effective product content & discussions), Investment Communications (build relationships & initiate investment dialogue), and Firm/Industry Intelligence (inform & support strategic decisions). The key areas of focus across our Product Management teams are product development and marketing, investment integrity and risk management, and business management. This role will provide broad exposure to many teams and areas of investment management.

Investment Coordination

Investment Coordination (IC), within Investment Administration, is responsible for operational support and coordination of the investment process and results. Investment Coordination is organized into three teams; Performance & Composite Services, Cash Services, and the Investor Support Liaison Group (ISLG). IC has staff located in Boston, London, Marlborough, and Hong Kong. Investment Coordination works with multiple teams across the Firm, including; Portfolio Management, Product Management, and Relationship Management to help provide tailored investment support by product and investor needs, develop and support performance and attribution systems and data, deliver benchmark information across asset classes, oversee the Firm's GIPS compliance program, and to support investors with cash projection and flow information. The successful intern in this role will have a strong work ethic and pay close attention to detail. The position also requires organizational and analytical skills, and the ability to thrive in a collaborative and professional environment. The core responsibilities include creating and updating index data, preparing daily performance monitoring reports, updating benchmark vendor documentation, assisting Performance Analysts with attribution reporting responsibilities, reviewing cash overdraft and exception reports, helping prepare meeting and presentation materials, tracking global market opening requests, and supporting and maintaining model portfolios.

Investment Data and Derivative Services

The Investment Data Group within Investment Data & Derivative Services (IDDS) has primary responsibility for implementing Wellington Management's Reference Data Procedures. IDG works closely with Portfolio Management, Trading, credit analysts, Legal & Compliance, Information Technology, market data vendors, and broker/dealers to maintain accurate and complete reference data. As a Summer Intern within IDDS, you will be working as part of a global team interacting with a broad array of functional areas at the firm. The core responsibilities include ensuring accurate modeling of the firm's assets, subsequent data maintenance, and derivative support. The intern will provide assistance with daily responsibilities related to a variety of instruments including Equity IPO's, Private Placements, OTC Derivatives, and various types of Fixed Income securities.

Legal and Compliance

Compliance is part of the Legal and Compliance Group. The Compliance intern will support the group's Code of Ethics and compliance training programs as well as other special projects managed under the Compliance team. The intern will gain experience relating to the core compliance responsibilities of a large global firm. The intern will develop communication skills through interaction with team members and business colleagues at various levels within the firm as well as organizational skills based on involvement in daily processes and other initiatives. The individual will gain proficiencies in regulatory requirements of regimes applicable to a US investment adviser. Qualified applicants will

possess strong academic credentials and ability to effectively prioritize tasks, produce consistently accurate work and meet strict deadlines. Experience with Microsoft office specifically Excel, and Microsoft Access a plus.

Trade Operations

Trade Operations is part of Investment Operations within Investment Administration. The Trade Operations intern will support the firm's domestic and international post-execution trade activities. The intern will gain valuable expertise in international trading and settlement practices associated with today's global financial markets. Additionally, the intern will develop communication skills through interaction with brokers, custodian bank representatives and other individuals located in offices throughout the world. The individual will also gain proficiencies in industry applications such as ALERT, CTM, and Bloomberg. Qualified applicants will possess strong academic credentials, the ability to work in a fast-paced and team-oriented environment, and the desire to work independently and perform long-range tasks while experiencing short term interruptions. Experience with Microsoft office specifically Excel, and Microsoft Access a plus.

Trade Administration

The Wellington Trading desk is a fast paced collaborative team environment where impactful decisions are made on a daily basis to help exceed our clients' investment expectations. We work internally with teams such as Portfolio Management, Research and Information Technology to ensure our executed trading strategies are in line with our client's and firms strategic goals. The trading desk interfaces with the external broker/dealer community to ascertain market opportunities on behalf of our clients. In the role of the intern, you will be provided with the unique opportunity to learn all aspects of Trading. Through the program, you will acquire knowledge about operations/settlements, relationship management, security evaluation and the global trading of Fixed Income and Equity securities.

Wellington Hedge Management

The Hedge Fund Management Group is responsible for the business and investment oversight of all hedge funds offered and sub advised by Wellington Management affiliates. As an intern in the Hedge Fund Management Group, you will work on a wide range of business and investment-related activities including fund risk analytics, client service, client reporting, marketing, working with external vendors, and inter-departmental projects. This role is well-suited for someone who is seeking to learn about different aspects of business management and the hedge fund industry. Responsibilities will include performing analytical work supporting the management and oversight of the hedge funds, contributing to investor relations efforts, and supporting the sales and marketing efforts of the Hedge Fund Group and the broader organization with respect to our sponsored hedge funds.

QUALIFICATIONS

The Diversity Undergraduate Internship program targets the traditionally underrepresented populations of women and people of color in the investment management industry. We partner with select diversity associations to help us identify talented students from a wide range of backgrounds and global work experiences.

We are seeking dedicated individuals with excellent academic credentials and demonstrated analytical and writing abilities. Candidates should possess outstanding interpersonal and organizational skills, be resourceful and detail-oriented, and possess a strong work ethic. We are looking for interns who have a passion for gathering information, are inquisitive, and can draw connections between, or recognize patterns among, seemingly disparate topics. An economics or finance major is not a prerequisite and no previous investment or finance experience is required. However candidates should be proficient with Excel and have an interest in exploring a career in finance. As a

successful internship can lead to a full-time offer into our Business Associate Program, so students in their junior year of study are encouraged to apply.

APPLICATION PROCESS

Qualified candidates should apply via the link or email below by the application deadline. Late applicants will not be considered. Please note that it is required that all documents submitted be in pdf format.

LINK: <https://www.wellington.campus.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=4126&CurrentPage=1>

EMAIL: undergradrecruiting@wellington.com

Application deadline: 12 November 2015 at 9:00 AM EST.

Requirements

Interested candidates should submit:

- Resume
- Statement of interest that addresses (1) why you are interested in working for Wellington Management (2) what role(s) you are interested in, ranked by interest (3) discuss your interest in investment management
- An unofficial transcript

Interviews will take place over two days the second week in December at our Boston, MA office.