Overview
Rochford Capital is launching a dynamic team-focused internship program aimed at enterprising students and recent graduates excited by the idea of scaling the operational capacity of a boutique advisory business.

The program is broken into three legs across eight months. As participants demonstrate potential within a leg, they will take their experience and ideas and significantly contribute to the development of their future roles, responsibilities and strategic agenda.

The end-goal for Rochford is to identify and retain top talent with a knack for entrepreneurialism and the ability to design and then achieve their own successes within a financial markets and treasury risk advisory business.

You, upon completion of the program, will have an incredibly hands-on experience in taking the necessary and holistic operating and strategic steps to build and grow a business. Due to the intentional strategic, operational and collaborative natural embedded into the program design, your skills gained will be highly transferable both across roles within Rochford and beyond the financial services industry.

About Rochford and the Program
Rochford
Rochford is a boutique Treasury Risk Advisory Business. We specialise in:

➢ Providing pro-active and strategic financial market risk advice to international organisations of all sizes across foreign exchange, interest rate and commodity markets on an ongoing basis
➢ Project-driven work for large corporations and private equity firms, involving:
  o Treasury requirements during M&A transactions
  o Risk Advisory and Treasury Accounting on financial market transactions; Interest Rate Swaps & Debt Re-financings
  o Quantitative Risk Analysis; Foreign Exchange and Commodity portfolio risk analysis
  o Financial modelling development; Eg Cash Flow Forecasting & Liquidity Management

The Program
Following extended internal strategy and systems development, Rochford has amassed key initiatives that, if executed, will greatly contribute to the scalability and subsequent growth of the business.

Leg I
In the first instance, we are seeking four diverse and driven individuals to execute these initiatives over a structured one-month internship that will also include hands-on training across Rochford’s financial market risk management and corporate treasury activities.

To make the first leg of the program as valuable to participants as possible, we have structured the initiatives as components of a single broader project. Success will be most achieved if participants are able to effectively collaborate and draw on each other’s skillsets to integrate everyone’s required outputs.

Once completed, we are confident that you will have a much deeper appreciation for Rochford as a business and yourself, both regarding our strengths, values and focus points for improvement.
ROCHFORD
Business Development Internship Program

Leg II
For Leg II, we want to hear your thoughts of how you think you can best utilise your current skillsets to further drive existing initiatives within any area of the business or perhaps strategically pivot from an approach we’re currently taking. We will work with you to design medium-term projects that align to your personal interests and can be executed on a part-time basis while back studying, or perhaps more regularly if you are out of university.

Leg III
The final leg is effectively full-time employment, with clear line of site as to whether it will be a permanent position.

Please be mindful that progression to any leg is based on cumulative performance to date.

Ideal Candidates
The ideal candidate will just now be completing their third semester of a four-semester post-graduate degree. Undergraduates and post-graduate in any stage of their degree (including international students), as well as recent graduates, are also strongly encouraged to apply.

Program Timeframe and Employment Structure

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Structure</th>
<th>Overview</th>
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<tbody>
<tr>
<td>1 July – 31 July 2018</td>
<td>Full-time Paid Internship</td>
<td>This leg is focused on a Rochford-designed project for completion by end of July.</td>
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<td>Program participants will collaborate with each other, utilising individual skills to complete their tasks while ensuring each other’s outputs are integrated across the broader focus areas of the project.</td>
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<td>This leg of the program will also include training for all participants across all focus areas. This is designed to build awareness of each other’s responsibilities and skillsets to drive more valuable collaboration and professional growth.</td>
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<tr>
<td>1 August – 30 November 2018</td>
<td>Part-time Paid Internship for university students Negotiable, Paid for graduates/non-students</td>
<td>Focused on medium-term projects developed by you, with guidance by Rochford, based on your ideas and interests developed in the initial month.</td>
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<td>This will run part-time if you are back at university in the spring semester, with a negotiable schedule for graduates and non-students</td>
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<tr>
<td>1 December 2018 – 28 February 2019</td>
<td>Full-time Paid Internship. Potential for permanent Full-time position</td>
<td>Based on your current development, and to the extent both you and Rochford can clearly envision a valuable longer-term role, we will look forward to designing a full time and potentially permanent position.</td>
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The Roles

**Junior Sales Officer**
- Collate and manage prospecting lists and strategies
- Manage sales CRM system to keep up to date accurate records
- Educate potential clients on Rochford’s services via phone, email and in person
- Arrange Meetings
- Analyse and identify sales trends and opportunities
- Engage with marketing and operational functions to continuously evolve sales function

**Key collaboration initiatives**
- Verbally articulate modelling and analytics from Analyst to stakeholders without a deep financial markets/treasury background
- Verbally articulate the value of a client SharePoint environment to prospects
- Leverage the collateral developed by marketing and share ideas on how to present messaging

**Key skills and experience:**
- Confidence speaking with senior and executive-level employees
- Excellent interpersonal/communication abilities
- Ability to verbally articulate complex ideas in a clear, concise manner
- Target/goal-focused approach to work
- Cold calling experience desired but not essential
- Experience in financial services or financial markets a plus

**Marketing Officer**
- Align standardised collateral across Rochford’s core service offerings
- Setup and distribute collateral in line with marketing and sales strategy
- Manage third-party multi-media development relationships creative and execution oversight

**Key collaboration initiatives**
- Develop multi-medium marketing collateral to be utilised by various Sales strategies
- Visually articulate modelling and analytics from Analyst to stakeholders without a deep financial markets/treasury background
- Visually articulate the value of a client SharePoint environment to prospects

**Key skills and experience**
- Marketing development and distribution strategy and execution
- Management of marketing strategy experience a plus

**SharePoint Developer**
- Design Rochford’s SharePoint environment to align with broader strategy initiatives
- Design client shared sights for optimal client servicing environment
- Collaborate with Analyst to integrate financial modelling files and reports

**Key collaboration initiatives**
- Transfer your understanding of SharePoint’s value to Sales and Marketing to drive valuable prospect conversations
Incorporate modelling and analytics of Analyst to design a minimalist, effective, scalable client experience in the SharePoint environment

Key skills and experience:
- Experience designing both internal and external SharePoint environments
  - Company intranets, external client shared sites
- Experience managing strategic implementation of SharePoint environment a plus
- Experience incorporating Power BI into shared sites a plus

Analyst – Advisory Services
- Support senior Advisory team in development and maintenance of cloud-shared client models
- Support analysis on ad-hoc project work as required

Key collaboration initiatives
- Transfer your understanding of Rochford’s client servicing value and financial markets knowledge to Sales and Marketing to drive valuable prospect conversations
- Work directly with SharePoint Developer to ensure all functionality of the existing client user experience remains intact within a cloud-based environment

Key skills and experience:
- Advanced Excel financial modelling abilities
- Working knowledge of international financial market dynamics and current economic/geo-political conditions
- Working knowledge of financial risk management products; forwards, options, structured derivatives across Foreign Exchange, Interest Rates and Commodities
- Working knowledge of performing valuations (MtM) of financial risk management products a plus
- Working knowledge of financial market risk management strategies, a plus
- Experience performing quantitative risk analysis (VaR, CVar, Monte Carlo processes) a plus
- Experience operating Bloomberg or Reuters terminal a plus

Next Steps
We have intentionally included all roles within this description because mindfulness of the broader picture is essential to success within a small business.

If the approach of this program is of interest to you, then please submit the following by COB 19 June:
- Your up to date CV
- A brief covering letter highlighting why you feel you are a great fit for this program
- A list of the four roles in the order that they are of most interest to you

Please send all correspondence to:
Tom Alexander – tomalexander@rochford-group.com
Simon Hodges – simon@rochford-group.com

We look forward to reviewing your application.