



Graduate Trainee – Client Services Assistant (X2)

Location: Daventry, Northamptonshire

The Opportunity

We are looking for two highly motivated graduates to join our Client Services team in our Daventry office — a central operational function within the business and a gateway into a career in private markets investing.

This role offers a rare opportunity to gain hands-on experience across multiple asset classes, working closely with both internal teams and our investor base. As part of a small, collaborative team, you will quickly develop a strong understanding of how private investments are structured, managed, and delivered to our professional clients.

You will gain exposure to private equity, private credit, real estate and alternative investment strategies, while developing the skills and knowledge needed to build a long-term career in the industry.

Key Responsibilities

As a Graduate Trainee in Client Services, you will play an important role in supporting investor communication and operational processes, including:

- Supporting the Client Services and Compliance teams with day-to-day operations
- Maintaining accurate client records across CRM systems and internal databases
- Assisting with onboarding new investors, including anti-money laundering (AML) and KYC checks
- Preparing financial and client-related reports and payment schedules using Excel
- Ensuring documentation and communications are accurate and delivered on a timely basis
- Conducting research and gathering supporting documentation from external sources (e.g. Companies House)
- Providing general administrative support across the team and the wider Connection Capital business

This role will give you detailed insight into how investor operations and client relationships are managed and governed within a Financial Conduct Authority regulated investment business.

What We're Looking For

We are seeking two bright, driven graduates with a genuine interest in financial markets and private investments. Ideal candidates will demonstrate:

- A minimum 2:1 degree in any discipline
- Honesty and integrity
- Strong communication skills (written and verbal)
- High levels of organisation and attention to detail
- Strong numeracy and analytical ability
- A proactive, flexible and team-oriented mindset
- A genuine interest in private equity, private debt, real estate and alternative assets
- A strong work ethic and desire to learn and build a career within the financial services sector The availability to physically attend the Connection Capital Daventry office five days a week during the initial probationary period (expected to be six months). Option to work from home two days per week thereafter.
- You must have the legal right to work in the UK at the time of appointment. Please note we are unable to provide visa sponsorship for this role.

Previous experience of dealing with customers and providing a high level of customer service is desirable.

Prior experience in financial services is not required — we are looking for potential, curiosity and ambition.

In Return, We Can Offer You

- A competitive salary
- Ongoing career development
- Flexible working with the option to work from home two days per week (subject to successful probationary period)
- 28 days annual holiday allowance (plus Bank Holidays)
- 4x salary death-in-service benefit
- Income protection policy

- Automatic enrolment into the Connection Capital Workplace Pension (contributory)
- Option to join group private medical insurance scheme
- Eligibility to participate in an annual discretionary bonus

Why Join Connection Capital?

- **Direct exposure to private markets** across multiple asset classes from day one
- **A clear pathway into private markets**
- **Hands-on learning** within a collaborative, high-performing team
- **Broad business exposure**, working closely with compliance, finance, investment, marketing and client relationship management teams
- **A strong foundation for a long-term career** in private equity, private credit, commercial real estate and alternative asset funds.

During your initial training period, you will benefit from close mentorship and structured training and support, helping you quickly build confidence and capability in the role.

Apply Now

If you're a motivated graduate looking to start a career in private markets and want real training and support from the outset, we'd love to hear from you.

In the first instance, please send your CV to Louise.mcweeney@connectioncapital.co.uk