Altrium
Financial Services

October 2026

Transaction Executive Intern – Loan Agency & Paying Agent

📍 Paris / London (hybrid, with travel between both offices)

🕒 Internship – 6 months, starting asap

About Us

ALTRIUM FINANCIAL SERVICES is a new-generation provider of financial transaction services: loan agency, security agency, paying agency, bond trustee, escrow and corporate services.

We are independent and conflict-free, and we started from scratch with a digital-first model, so that our specialists can focus on high-value decisions rather than admin. Our promise to clients is faster, more secure and more transparent execution, with a personal touch.

Our conviction: ***Technology enables. People build trust.***

We act on private debt, leveraged finance, restructurings, escrow arrangements and ad hoc mandates, from performing deals to stressed and distressed situations.

ALTRIUM is in the final stage of its regulation process for payment services in Europe, and our activity between London and Paris is growing fast.

To support this new stage of growth, we are looking for a Transaction Executive Intern.

Your Role

Working alongside our seasoned Transaction Managers and Analysts, you will be involved in the full life cycle of financings where ALTRIUM acts as Agent, from onboarding to closing and ongoing monitoring.

Your main tasks will be:

- **Onboarding and closing:** supporting KYC/AML checks on borrowers and lenders, tracking conditions precedent, setting up deals on our platform and coordinating funds flows at closing.
- **Payments and fund flows:** preparing and checking drawdowns, interest, fee and principal payments, and ensuring payments are accurate, on time and properly reconciled.
- **Calculations:** supporting interest rate fixings, interest and fee calculations, and redemption amounts, with our in-house calculation tools.
- **Loan administration:** processing notices, rollovers, transfers and lender trades, and keeping lender registers and records up to date.
- **Monitoring and reporting:** tracking information undertakings and compliance certificates, and helping prepare lender reporting.
- **Amendments and waivers:** helping organise lender consent processes and tracking their outcomes.
- **Compliance:** helping put in place and apply the procedures required under the regulation requirements, including safeguarding of client funds, AML/CFT controls and reporting.
- **Digital build:** helping improve our workflows and AI agents based on what you see on live deals.

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Your Profile

- You are studying for, or have recently completed, a Master's degree in finance, business, economics or a business school programme, or a legal/finance dual degree.
- You have an interest in debt markets (private debt, leveraged finance, syndicated loans, bonds), and ideally a first internship in banking, loan operations, a fund or a transaction services firm.
- You are strong with numbers, rigorous, and at ease with Excel with a strong appetite to use AI to make your work more efficient.
- You are organised, proactive and comfortable dealing with several stakeholders (lenders, borrowers, law firms).
- You write fluently and professionally in English. German, French or Dutch is a strong plus.
- You are drawn to a growing, challenging environment with a start-up mindset and a strong digital and AI focus.

What We Offer

- Hands-on experience across the entire agency and paying agent process on live transactions.
- Close work with experienced market professionals in a small, collaborative team.
- A front-row seat in launching a regulated activity in France and Europe.

Real learning and growth potential within a fast-growing company, with the possibility of a permanent position for the successful candidate at the end of the internship.

Interested?

Send your CV and a few lines about yourself to **contact@altrium.co.uk**, with the reference **"Transaction Executive Intern"**.