



# An alternative career in finance

## **Junior Legal Counsel**

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained over a 90% employee retention rate for over ten years.

To find out more or apply, visit [aztecgroup.co.uk/careers](http://aztecgroup.co.uk/careers), email [careers@aztecgroup.co.uk](mailto:careers@aztecgroup.co.uk) or call us on +352 246 160 6139.

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# Job Description

## Junior Legal Counsel



### Reports to Legal Counsel

The purpose of this position is to provide legal advice across a spectrum of internal matters in each of the jurisdictions in which operations are performed, with a primary focus on the Channel Islands.

#### Key responsibilities:

- + Providing legal input into all aspects of the affairs of the Aztec Group in Jersey and Guernsey. Will also be expected to assist in providing legal input into the affairs of the Aztec Group in Luxembourg, Sweden, the Netherlands and the United Kingdom
- + Advising the Compliance Team in relation to the application of legal and regulatory obligations in each jurisdiction and providing additional assistance as required
- + Assuming primary responsibility for the maintenance and development of the Group's regulatory policies and procedures
- + Advising the Finance and Client Teams in relation to tax matters
- + Supporting Management in new business initiatives of the Aztec Group
- + Assisting the Business Development Team in marketing initiatives from time-to-time
- + Acting as a higher authority for the Administration and Accounting Teams on day-to-day problems of a legal nature in relation to all Group clients, ensuring that company policy and professional guidelines are adhered to and that a professional quality service is provided to clients and outside contacts
- + Providing legal support on the more complex aspects of client affairs within the Aztec Group
- + Developing relations with external law firms and liaising with such firms in the provision of legal advice
- + Monitoring legal and regulatory developments, updating senior management and other staff on any relevant changes (through written updates and training) and shaping internal policies and procedures to respond to

#### Skills, knowledge, expertise:

- + The post holder will ideally be a person with 0-2 years practical legal experience and will hold a relevant professional qualification
- + The post will require (taking into account PQE level) sound technical knowledge of funds and the offshore markets as well as an adaptable nature to address questions of a regulatory, HR, IP/IT and general commercial nature in multiple jurisdictions. An ability to provide commercial, risk sensitive legal solutions is essential

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# Job Description

## Junior Legal Counsel



### **Skills, knowledge, expertise (continued):**

- + Good interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts across jurisdictions. A willingness to travel is also relevant

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Aztec Group is a regulated financial services group

