



# An alternative career in finance

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## **Senior Financial Systems Administrator/Accountant**

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 an industry-leading employee retention rate for over ten years.

To find out more or apply, visit [aztecgroupp.co.uk/careers](http://aztecgroupp.co.uk/careers), email [careers@aztecgroupp.co.uk](mailto:careers@aztecgroupp.co.uk) or call us on +44 (0) 1534 837562.

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# Job Description

## Senior Financial Systems Administrator / Accountant

### Reports to Financial Systems Manager

The purpose of this position is to assist in the design and implementation of the core financial system framework, including processes and reporting systems, to enable the team to expand service offering throughout the Group.

#### Key responsibilities:

##### Business as usual

- + Interpretation of accounting and administration requirements, design and implementation of solutions to requirements and configuration of the systems to meet the demands of our clients
- + Monitor the progress of tickets raised via the support desk and ensure reporting lines are completing tickets in a timely manner, keeping client teams apprised of progress
- + Application and report testing (System Integration Testing) and reconciliation activities in line with testing strategy
- + Communicate clearly with other members of the team and members of the client facing teams, both verbally and in writing, when gathering or explaining requirements, providing resolutions etc.
- + Consideration of scalable solutions, and to maintaining a core configuration, with continual group improvements
- + Give consideration of development needs for junior team members from findings on ticket reviews and to work with the BAU lead to agree a plan for training
- + Act as lead contact for large client migration projects

##### Project

- + Take an active role in the migrations from FIC to FIA, supporting the client teams with data reconciliation, performing data uploads etc. monitoring progress and communicating with the migration lead, technical lead and project manager
- + Supporting with the development, testing and implementation of defect resolution and system enhancements in conjunction with the migration lead, technical lead and project manager
- + Gather requirements for reports, working with the reporting team, contractors, or independently to develop reports, with a consideration for opportunities to create a core (group) solution which can be rolled out to service multiple clients

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# Job Description

## Senior Financial Systems Administrator / Accountant

### Skills, knowledge and expertise:

- + Strong technical financial services industry knowledge
- + Part or fully qualified in a relevant professional qualification (ACCA, ACA, ICSA or relevant IT qualification) and prior business experience in private equity or real assets
- + Advanced PC skills notably MS Office suite (MS Word & MS Excel) as well as a familiarity with programming languages such as VBA & VB Script, SAS and Transact-SQL
- + Excellent interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts
- + Previous working experience with eFront FIA, or with private equity using equivalent systems
- + General problem solving and methodical approach
- + Genuine interest in technology and systems
- + Strong A Level or Degree qualifications

We will provide the training, both in house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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