



An alternative career in finance

Client Relationship Manager

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, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 837562.

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Aztec Group is an
ACCA Platinum Employer



AZTEC
GROUP

Job Description

Client Relationship Manager

Reports to Director of Administration

Aztec Group, a multiple award winning global fund services provider just recently established in Sweden, is now looking to recruit a bright, ambitious and entrepreneurial Client Relationship Manager to join the Stockholm team.

Having already secured a number of prestigious alternative investment fund clients, the time has now come to develop the Aztec Group's Swedish business further and grow market share, with a focus on leading the way in fund and corporate services in Sweden.

The purpose of this role is to assist the delivery and further development of Aztec's Swedish business. The ideal candidate will have a strong background in fund administration and will be interested in actively growing the Swedish business in line with the Group business development strategy, working towards seeking out new business opportunities and converting these into successful client relationships.

Key responsibilities:

- + Work closely with the Managing Director and Business Development Team, to develop a network of meaningful contacts including prospects and influencers in order to grow Aztec's Swedish business
- + Participate in new client proposals and pitches as necessary and manage the integration of new clients into the Group's procedures
- + Participate in client fee negotiations
- + Assist in the on-going development of systems and procedures to ensure the efficient, effective and controlled delivery of client services
- + Assist with the growth of the Swedish business, in particular, assuming responsibility for the delivery of administration services and the growth and development of the Stockholm based administration team
- + Act as the first point of contact for various fund structures within a team incorporating the compliance requirements of the clients (internal CMP reports, compliance reports to boards, periodic client reviews) and regulatory requirements
- + Co-ordinate legal, tax and other professional advice
- + Develop and maintain the Operational Procedures Manuals and ISAE checklist templates for client relationships
- + Attend and minute client board meetings and shareholder meetings
- + Ensure the preparation, review, distribution and filing of periodic financial statements on a timely basis and in accordance with regulatory guidelines

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Key responsibilities (continued):

- + Act as a higher authority on day-to-day queries and act as 4-eyes signatory on administration matters, ensuring that company policy and professional and regulatory guidelines are adhered to and that a professional quality service is provided to clients and outside contacts
- + Assist with billing information for clients including analysis of time spent, including the management of aged debtors
- + Supervise and assist in the training and development of staff
- + Actively manage the performance development process for all direct reports

Skills, knowledge, expertise:

- + Ideally 4–6 years fund administration experience supported by a relevant University degree and/or professional qualification (ICSA Diploma level or equivalent)
- + Sound technical financial services knowledge (to be supported through the Aztec Academy)
- + Computer literacy, word processing and spread sheet skills are essential
- + People management experience
- + Evidence of full responsibility for a client relationship or a significant part of a major client relationship
- + Fluency in Swedish and English (written and spoken)

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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