



# An alternative career in finance

## Financial Reporting 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 [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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Aztec Group is an  
ACCA Platinum Employer



# Job Description

## Financial Reporting Manager

### Reports to Senior Financial Reporting Manager / Associate Director, Accounting / Director of Accounting

The purpose of this position is to account for a varied portfolio of fund structures in conjunction with the Senior Financial Reporting Manager / Associate Director – Accounting.

#### Key responsibilities:

- + Act as the lead accountant for various fund structures within a team
- + Review the bookkeeping for a range of funds, management companies and associated fund structures
- + Review all aspects of accounting matters for a limited portfolio of fund structures incorporating investor reports, statutory financial statements and ad-hoc investor queries
- + Attend client board meetings and present quarterly financial information
- + Manage and review the completion of audit queries
- + Act as a higher authority on day-to-day accounting queries and act as 4-eyes signatory on accounting matters, ensuring that company policy and professional and regulatory guidelines are adhered to and that a professional quality of service is provided to clients and external contacts
- + Review the preparation and reconciliation of periodic direct and indirect tax returns, and liaise with foreign tax advisors
- + Supervise and assist in the training and development of staff
- + Arrange and manage the appraisal process for members of staff

#### Skills, knowledge, expertise:

- + 4–6 years post qualification experience supported by a relevant professional qualification (ACCA or ACA)
- + Sound technical financial services knowledge (to be supported through the Aztec Academy)
- + Computer literacy, word processing and spreadsheet skills are essential
- + People management experience
- + Evidence of accounting responsibility for a client relationship or a significant part of a major client relationship

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# Job Description

## Financial Reporting Manager

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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