



# An alternative career in finance

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## Fund Administrator

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 +352 2461 160 6139.

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# Job Description

## Fund Administrator

### Reports to Client Relationship Manager

The purpose of this position is to carry out routine day-to-day administration of fund structures under the direction of a Client Relationship Manager.

#### Key responsibilities:

- + Administer funds, management companies and associated fund structures within the team and liaise with clients and intermediaries on a daily basis
- + Assist with all aspects of company secretarial matters, including the preparation of agendas, collation and distribution of board packs, shareholder meetings and drafting minutes for routine meetings
- + Maintain accurate investor records on eFront and process investor changes
- + Prepare manual and electronic payment instructions to settle fund expenses and assist with the maintenance of the electronic payments library
- + Process and co-ordinate routine fund operations, including investor calls and distributions
- + Ensure regulatory and statutory filings are made in timely manner
- + Assist with the accounts distribution and filing process
- + Assist and support the induction, integration and training of Trainee staff

#### Skills, knowledge, expertise:

- + The candidate will be expected to be studying towards a relevant professional qualification (preferably ICSA Certificate level or equivalent)
- + Some technical financial services knowledge (to be supported through the Aztec Academy)
- + Computer literacy skills are essential
- + Good interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts

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

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