# An alternative career in finance

## Junior Depositary 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 aztecgroup.co.uk/careers, email careers@aztecgroup.co.uk or call us on +352 246 160 6139.

**The Bright Alternative**

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Aztec Group is an ACCA Platinum Employer

AZTEC GROUP

Aztec Group is a regulated financial services group

# Job Description

## Junior Depositary Accountant

**Reports to Depositary Manager**

The purpose of this position is to assist with the routine day-to-day functions of the Aztec Luxembourg depositary services offering under the direction of a Depositary Manager.

**Key responsibilities:**

+ Assist with all aspects of the record keeping of funds and associated fund structures
+ Assist with all aspects of depositary matters, including the preparation of asset confirmation, reconciliation and proofing of investment holdings and ad-hoc depositary requests
+ Assist with the completion of routine depositary queries
+ Prepare periodic cash reconciliations and provide or source supporting documentation evidencing transactions
+ Maintain accurate records on eFront and Microsoft Excel working paper schedules for all aspects of depositary procedure

**Skills, knowledge, expertise:**

+ The candidate will have the opportunity to study towards a relevant professional qualification
+ Sound technical financial services knowledge (to be supported through the Aztec Academy)
+ Computer literacy skills are essential

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.