



# An alternative career in finance

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## Office and administrative assistant

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are smart, 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 since we began.

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 +352 246 160 6179.

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# Job Description

## Office and Administrative Assistant

### Reports to Client Relationship Manager.

The purpose of this position is to undertake office support and payment assistance functions.

#### Key responsibilities:

- + Add new clients to banking platforms (coordinate and complete account opening forms and supportive documentation)
- + Process changes to banking mandates
- + Set-up and prepare payments as part of the day-to-day management of client structures
- + Collect Know-Your-Customer 'KYC' and Anti-Money-Laundering 'AML' for new clients and maintain adequate KYC and AML information for existing clients
- + Add documents to files within the current filing system and create new files as necessary
- + Scan documents to determine how and where the document should be filed
- + Find and retrieve information from files in response to requests from the team
- + Keep digital records of documents filed and removed
- + Inspect the files periodically to ensure records are categorized properly and are being maintained correctly
- + Assist with revising and improvement of filing systems. Assist with design of forms related to filing systems
- + Perform general office duties such as typing, operating office machines and sorting incoming documents
- + Use scanners to convert documents into electronic format
- + Maintain and manage our electronic filing system

#### Skills, knowledge, expertise:

- + The candidate should be able to work autonomously and independently
- + Good end-user knowledge of banking applications
- + Computer literacy skills are essential including operating the printer, photocopier and scanning machines

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# Job Description

## Office and Administrative Assistant

### Skills, knowledge, expertise (continued):

- + Good verbal and written communication skills in English is mandatory
- + Attention to detail and accuracy
- + Excellent organisational skills are essential
- + Knowledge of and experience with KYC and AML is a pre.

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. We will provide the training, both in house for relevant technical knowledge and also professional qualifications to enhance your professional development.

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