



# An alternative career in finance

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## **Financial Systems Accountant / Report Writer**

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 +44 (0) 1534 837562.

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# Job Description

## Financial Systems Accountant / Report Writer

### Reports to Financial Systems Manager

The purpose of this position is to assist in the design and implementation of the core financial system framework, including processes and reporting systems, to enable the team to expand service offering throughout the Group.

#### Key responsibilities:

- + Interpretation of accounting and administration requirements and configuration of the systems to meet these demands, including report writing
- + Assist with the application development process, to include identifying requirements and project management
- + Assist in the development of an implementation framework which supports the growing needs of the business, and play an active part in the deployment strategy
- + Assist in application documentation, reconciliation and testing activities
- + Assist with client contact during migration projects
- + Assist with the resolution of support tickets when required

#### Skills, knowledge, expertise:

- + Strong technical financial services industry knowledge
- + A minimum of two years' experience in similar role
- + Accountancy qualification (part or fully qualified)
- + Advanced PC skills; notably MS Office suite (MS Word & MS Excel), word processing and spreadsheet skills are essential
- + Forward thinker, with strong problem solving skills and methodical approach
- + Strong interest in systems is desirable, along with previous skills in reporting writing and a general understanding of reporting language

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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