



An alternative career in finance

Fund 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 aztecgroupp.co.uk/careers, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 837562.

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Job Description

Fund Accountant

Reports to Financial Reporting Manager

The purpose of this position is to carry out routine day-to-day accounting of fund structures under the direction of a Financial Reporting Manager.

Key responsibilities:

- + Bookkeep funds, management companies and associated fund structures within the team
- + Assist with all aspects of accounting matters, including the preparation, reconciliation and proofing of investor reports, statutory financial statements, and ad-hoc investor queries
- + Assist with the completion of routine audit queries
- + Prepare periodic bank reconciliations and provide supporting documentation evidencing transactions
- + Maintain accurate records on eFront and Microsoft Excel working paper schedules for all aspects of bookkeeping
- + Assist in the preparation and reconciliation of periodic direct and indirect tax returns
- + 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 having commenced ACCA Fundamental Skills level or ACA Professional level)
- + Some 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 for professional qualifications to enhance your ability to provide sound administration services. You will need to be quick to learn new systems and great with people, as we value close working relationships with colleagues, clients and business contacts.

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