



# An alternative career in finance

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## Senior Corporate 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](http://aztecgroupp.co.uk/careers), email [careers@aztecgroupp.co.uk](mailto:careers@aztecgroupp.co.uk) or call us on +(352) 246 160 6000.

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# Job Description

## Senior Corporate Accountant

### Reports to Financial Reporting Manager

The purpose of this position is to assist with the routine day-to-day accounting and administration of a variety of corporate entities and trusts, acting as Special Purpose Vehicles within fund structures, under the direction of a Financial Reporting Manager.

#### Key responsibilities:

- + Complete all aspects of the accounting of corporate entities and trusts including bookkeeping, interim and annual accounts preparation and ad hoc reporting and liaise with clients as necessary
- + Deal with routine audit queries
- + Assist with some aspects of company secretarial matters including the preparation of filings for companies' house and other regulatory bodies
- + Assist with training of Trainee Accountants and Corporate Accountants
- + Act as a mentor to junior staff
- + Establish good working relationships with clients
- + Undertake routine office and clerical tasks where necessary
- + Maintain accurate client records within Viewpoint and other company systems

#### 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)
- + Sound technical knowledge (relevant in-house training to be provided 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 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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