



An alternative career in finance

Trainee Risk Analyst

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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Aztec Group is an
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Job Description

Trainee Risk Analyst

Reports to Risk Manager

The purpose of this role is to be part of the group-wide risk management team for the Aztec Group (Aztec) and its affiliated entities, taking responsibility for many day to day risk management tasks.

We're looking for a self-motivated and driven individual with an interest in risk topics who is looking for an exciting and broad role with excellent career progression and development opportunities within an established and evolving team.

The role offers the successful candidate the opportunity to gain transferable skills, gain an insight into how a business is run and provides excellent development opportunities.

Our trainee scheme takes on staff with potential to succeed, so if you have what it takes we can help you to become a fully qualified risk professional.

Key responsibilities:

Risk Identification and Assessment

- + Support the Risk Team in the analysis of operational incidents to ensure they are accurately captured, investigated (root cause analysis) and where appropriate, corrective action taken
- + Support the Risk Team in the performance of trend analysis of operational incidents across Aztec on a periodic basis
- + Involvement in ad-hoc controls testing and risk assessments to analyse the effectiveness of the control framework and where required, recommending enhancements to the control framework

New Business Assessment

- + Undertake analysis of new business to understand the associated risks and ensure these are clearly documented, managed and that the risk profile of new clients and client mandates are clearly understood and aligned with Aztec's strategy
- + Involvement in the administration of the new business process including timely updates to the new business tracker, maintenance of the new business files and monitoring of action point progress

Risk Framework and Administration

- + Maintain risk management documentation, policies, procedures and risk reports
- + Maintain and monitor the activity of the Risk Management mailbox, escalating to members of the Risk Team where appropriate
- + Undertake routine housekeeping tasks and support to the Risk Team in other day-to-day activities including ad-hoc risk related queries
- + Support the internal and external risk monitoring and reporting process
- + Support the Risk Team in the planning and execution of risk management projects and tasks aimed at evolving and strengthening the risk management framework

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Skills, knowledge, expertise:

- + Ability to work collaboratively in a team environment
- + Excellent interpersonal and communication skills and relationship driven approach are an essential requirement to develop close working relationships with colleagues and business contacts
- + Ability to take ownership and demonstrate initiative
- + Self-motivated and capable of prioritising and organising workloads as required
- + Analytical approach with good research skills and mind for problem solving / alternative solutions
- + Ability to work under pressure while maintaining accuracy and quality standards
- + Computer literacy skills are essential with working knowledge of Microsoft products, in particular Word and Excel. A strong working knowledge of Excel and an aptitude for analytics would be an advantage
- + Basic technical knowledge (relevant in-house training to be provided through the Aztec Academy)
- + The candidate will be expected to study towards a relevant professional qualification (e.g. Institute of Risk Management, ACCA or any other qualification supported by Aztec)
- + As part of the successful candidate's development, opportunities may arise to undertake cycles of experience in other Aztec teams
- + Travel to other Aztec jurisdictions may be required as part of this role

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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