



# An alternative career in finance

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## Events Manager

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 for over ten years.

To find out more or apply, visit [aztecgroup.co.uk/careers](http://aztecgroup.co.uk/careers), email [careers@aztecgroup.co.uk](mailto:careers@aztecgroup.co.uk) or call us on +44 (0) 1534 834456.

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# Job Description

## Events Manager

### Reports to Senior Employee Engagement Manager

Our Employee Engagement team is in place to enable and promote engaging employee events, experiences and best practices, with the ambition of supporting engaged and connected employees who embody the Aztec Group's values.

As an Events Manager on the employee engagement team, you will be responsible for creating a programme of engaging employee events for our 950+ employees across our multiple jurisdictions, to sustain our unique culture and enhance the employee experience we provide. Your role will be essential to the successful design and delivery of a multitude of employee events, including but not limited to our flagship employee engagement event (AztecFest), Christmas parties and quarterly events in each jurisdiction and our management and leadership events.

You'll be responsible for the various event budgets and have clear oversight of the local charitable, sports and social events, ensuring ROI is measured on every event we run and that all our events across the Group are delivered in line with our risk framework and our bright alternative approach.

### Key responsibilities:

- + Plan and oversee the implementation of an employee events programme, designing and delivering a multitude of employee engagement events across the Group in line with agreed budgets, our risk management framework and our bright alternative approach, including:
  - Our flagship employee engagement event (AztecFest), bringing together circa. 750+ employees to unify us as a Group and celebrate our successes. Manage everything from the production of the event through to the travel, accommodation and logistics, working with key internal stakeholders and external suppliers to deliver the event to the usual high standard
  - A series of leadership and managers offsite days, hosting circa. 500 attendees across our different locations, in place to communicate, celebrate, engage and inspire
  - Several Christmas parties taking place across our larger jurisdictions, delivering coordinated events alongside our internal employee engagement Christmas initiatives to celebrate our success and socially engage our employees
- + Collaborate with key stakeholders across the business, including our Executive and People Committees, to establish clear objectives and KPIs, prepare budgets and provide periodic status reports, keeping track of finances, invoicing and reporting for all of our events
- + Provide events expertise and guidance to various stakeholders across the business, including client-facing teams, support teams and sports & social committees, to ensure we deliver all events to the usual high standard, in-line with our risk framework and bright alternative approach
- + Assist with all other aspects of the event administration including, but not limited to, internal and external communications, registration management, logistics and on-site event set up and event management
- + Travel to other jurisdictions, working closely with our client-facing and support teams to ensure a consistent approach and delivery of employee events and the overall framework

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### Skills, knowledge, expertise:

- + Minimum of 5+ years of events experience is essential, ideally employee/internal events, supported by a relevant qualification
- + Creativity and a passion for creating engaging events is a must
- + Strong written communication skills and attention to detail
- + Project planning and event management skills
- + Financial and commercial knowledge to manage and report on event budgets
- + A keen interest in people with strong stakeholder management skills and the ability to work closely and effectively with a diverse group of people and to establish and maintain effective and productive working relationships
- + Track record in the creation and implementation of effective multijurisdictional events
- + Frequent travel to other locations will be required

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