



# An alternative career in finance

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## Job Title

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 [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 834456.

**The Bright Alternative**

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# Job Description

## Information Security Analyst / Administrator

### Reports to Head of Information Security

The purpose of this role is to support the frontline defence of networks, protecting information from unauthorised access and violations, analysing and assessing potential security risks, developing plans to deal with such incidents by putting measures in place such as firewall and encryption technologies, monitoring and auditing systems for abnormal activity and executing corrective actions. Preparation of technical reports is also a requirement of the role.

### Key responsibilities:

- + Undertake proactive monitoring and review of access privileges, control structures, and resources utilising our core security monitoring tools
- + Recognise and escalate potential problems by identifying abnormalities; reporting violations
- + Contribute to the ongoing development and improvement of Aztec Group's security controls by continually assessing the current situation; evaluating trends; anticipating requirements
- + Determine security violations and inefficiencies by conducting periodic audits/reviews
- + Ensure security controls are maintained across all our infrastructure, applications service landscape
- + Contribute to the creation and delivery of best practice in IT security for the Group and its staff
- + Contribute to the collation and preparation of security performance reports; communicating system status to all key stakeholders
- + Maintain quality service by following the Group's organisational standards
- + Maintain technical knowledge by attending educational workshops; reviewing publications
- + Strong collaboration with IT Infrastructure and IT Applications teams will be crucial to the success/deliverables from this role
- + Strong technology-based forensic skills and information security industry insights
- + Experience in the selection and deployment processes of industry standard monitoring tools
- + Support of business-critical ISO 27001, ISAE 3402 and ad-hoc client security audits
- + Working with security vendors to ensure our preferred tool set remains current and 'best of breed'

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## Information Security Analyst / Administrator

### Key responsibilities (continued):

- + Ability to communicate complex security processes to senior management, and potentially clients, as required
- + Represent Information Security Team on business projects, working closely with partners/vendors

### Skills, knowledge, expertise:

- + Minimum 3 to 5 years' experience in an IT Security role
- + The candidate will be expected to study for a relevant professional qualification (supported by the Aztec Group)
- + Exposure/experience with system administration, firewall administration, network protocols, routers, hubs, and switches
- + Network security and associated best practice trouble shooting
- + Systems based problem solving – using monitoring tools to validate and underpin advice
- + Drafting and reviewing Information Security policies
- + Strong communication skills, both verbal and written, ability to pitch according to audience and deal with people in a professional, courteous manner in diverse situations
- + Relevant Networking and/or IT Security CISSP qualifications preferred
- + Knowledge or understanding of ISO 27001:2013 and ISAE 3402
- + Knowledge of Disaster Recovery process testing
- + Good working knowledge of Microsoft Office Suite programs
- + Outstanding teamwork and problem-solving skills

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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