



An alternative career in finance

Senior Corporate Administrator

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 834456.

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Job Description

Senior Corporate Administrator

Reports to Client Relationship Manager

Corporate Services within Aztec is a relatively new dynamic team and growing fast. Our client base is a diverse mixture of structures and asset types, providing lots of variety in the work we do.

The Corporate team is made up of 21 individuals, ranging from Directors to trainees, who are either qualified or training to be qualified company secretarial and accounting professionals.

The purpose of this position is to carry out routine day-to-day administration of corporate and fund structures under the direction of a Client Relationship Manager.

Key responsibilities:

- + Build and maintain strong working relationships with clients, colleagues and other business contacts
- + Administration of a range of entities across various corporate vehicles, investment holding companies and fund structuring entities
- + Coordinate all aspects of company secretarial matters including the preparation of agendas, collation and distribution of board packs, obtaining directors availability and drafting minutes and resolutions for routine matters
- + Coordinate and review the work of more junior team members
- + Prepare the appropriate documents for incorporation of companies, annual and other ad hoc filings
- + Assist with obtaining CDD on shareholders and maintain the register
- + Maintain accurate records for each entity, ensuring that all amendments are made in a timely manner
- + Liaise with notary offices, banks, and regulatory and tax authorities (as applicable)
- + Ensure regulatory and statutory filings are made in timely manner
- + Prepare manual and electronic payment instructions to settle expenses and complete transactions throughout the structures
- + Ensure staff are trained on electronic banking systems and co-ordinate the opening of new bank accounts
- + Assist with the audit of corporate entities.
- + Act as a mentor to junior staff under the supervision of senior staff

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Skills, knowledge, expertise:

- + The candidate will be expected to be qualified or studying towards a relevant professional qualification (preferably ICSA Certificate level or an accountancy qualification)
- + Sound technical financial services knowledge (to be supported through the Aztec Academy)
- + Strong knowledge of company and partnership laws, an understanding of trusts would also be beneficial
- + Computer literacy skills are essential
- + Strong interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts

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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