



An alternative career in finance

Trainee 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, email careers@aztecgroupp.co.uk or call us on +44 238 202 2300.

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Job Description

Trainee Corporate Accountant

Reports to Senior 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 Senior Financial Reporting Manager.

Key Responsibilities:

- + Assist with all aspects of the accounting of corporate entities and trusts within fund structures including bookkeeping, interim and annual accounts preparation and ad hoc reporting
- + Assist with the preparation of VAT returns and other financial filings
- + Prepare and administer entity bank account payments
- + Undertake routine office and clerical tasks where necessary
- + Maintain accurate client records within Viewpoint and other company systems and Aztec processes and procedures
- + Building client relationships through regular contact
- + Assist the Senior Accountant with day to day client tasks
- + Work in conjunction with the Company Secretaries to deliver great client service

Skills, knowledge, expertise:

- + The candidate will be expected to study for a relevant professional qualification – ACA/ACCA (supported by the Aztec Group)
- + Basic 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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