



An alternative career in finance

Associate Director, Depository Services

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, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 837562.

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Job Description

Associate Director, Depository Services

Reports to UK Head of Depository Services

The purpose of the position is to lead the day-to-day delivery and development of Aztec's depository services business in the UK and to support the UK Head of Depository Services with operational, financial, governance and strategic considerations.

Key responsibilities:

Client management

- + Work with the depository management team to ensure that high-levels of client service are delivered on a day-to-day basis for their respective client portfolios
- + Ensure that all client outputs are subject to satisfactory review, are of sufficient quality and demonstrate detailed understanding
- + Support the management of the executive-level relationships including, but not limited to, periodic client relationship meetings and the formal presentation of reports to client boards
- + Actively develop relationships with existing clients and their other service providers
- + Support the depository management team in developing relationships with other Aztec teams providing services to the same clients

People management

- + Act as line manager to the depository management team, ensuring that they are effectively supervised, coached, directed, engaged and encouraged through their day-to-day work and longer-term ambitions
- + Support the depository management team with the people management of their respective teams including, but not limited to, training, development and/or promotion considerations
- + Work with depository management team on all aspects of junior team member recruitment and the relationships with internal and external stakeholders

Business development

- + Assist in building Aztec's depository service offering in the UK through acting as the first point of contact for proposal-drafting, fee and team considerations
- + Work with Aztec's business development team to facilitate effective response to reactive opportunities as well as developing and delivering on a plan of proactive client and intermediary development

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Key responsibilities (continued):

- + Support the UK Head of Depository Services in the ongoing assessment and development of Aztec's business development material and profile in the market
- + Develop relationships with Aztec's leadership team

Financial performance management

- + Assist the UK Head of Depository Services in setting annual budgets, the ongoing monitoring of these and the related decision-making
- + Work with the depository management team on an ongoing basis to support them with client-and team-specific financial considerations
- + Liaise effectively with our internal finance team and our clients on billing, invoice and payment considerations

Operational development

- + Actively contribute to the representation of the depository business on several internal operational committees and working groups
- + Assist in continuing to assess and evolve Aztec's operating framework for depository services including, but not limited to, our use of systems, our checklist environment and relationships with third parties
- + Work effectively with the depository management team to generate and collate ideas and feedback on our operating framework with a view to prioritising and presenting these to the Group depository management team for further consideration

Risk management

- + Support the depository management team with technical considerations that may require an additional level of judgement
- + Act as a higher-level authority for internal and external considerations including, but not limited to, new business risk assessments, financial decisions and formal client communications
- + Work with the depository management team, ensuring that Aztec's internal control framework is consistently delivered across the UK depository services business
- + Act as the first point of contact and taking day-to-day responsibility for internal legal, compliance and risk review planning, delivery and outcomes
- + Work effectively with the Group depository management team to facilitate an effective ISAE3402 audit process

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Skills, knowledge, expertise:

- + Proven experience of delivering and/or leading the provision of professional services to a portfolio of clients
- + Experience of operating successfully at client board level, including writing and presenting reports and maintaining ongoing relationships with executive-level people
- + A relevant professional qualification (ACCA, ACA, ICSA Diploma level or equivalent)
- + Experience of contributing to and being responsible for all aspects of running a successful business including, but not limited to, operational, financial and people performance as well as more medium-term strategic considerations
- + Proven experience of contributing to successful business development activity, including drafting proposals, fee quotations and presentation scenarios
- + Solid experience of managing manager-level people, and providing indirect leadership to their respective teams
- + Sound technical knowledge, a commercial outlook but also a strong appreciation of the importance of risk, compliance and regulation
- + A background in private equity and/or real estate funds is desirable, but not essential
- + Experience of working in an FCA-regulated environment is desirable, but not essential

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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