



An alternative career in finance

Senior Fund 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 +352 246 160 6139.

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Job Description

Senior Fund Administrator

Reports to Client Relationship Manager

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

Key responsibilities:

- + Provide assistance to clients in the implementation and administration of a complex range of funds, management companies and associated fund structures and liaise with clients and intermediaries as necessary
- + Co-ordinate all company secretarial matters, including attendance and preparation of minutes for board meetings and shareholder meetings
- + Co-ordinate the client on-boarding projects and the bank account openings and systems set-up
- + Process and co-ordinate day-to-day operations of the companies and responding to clients' requests in a timely manner
- + Be the first point of contact for clients and third parties
- + Ensure the maintenance of accurate investor and company records, files and statutory documents, process all investor changes/transfers thereon and ensure any regulatory and statutory filings are completed in a timely manner
- + Prepare and review, as required, manual and electronic payment instructions to settle fund expenses and ensure the maintenance of the electronic payments' library
- + Ensure staff are trained on electronic banking systems, internal procedures and regulatory requirements
- + Manage the accounts distribution and filing process
- + Be a part of various internal working groups contributing to process development and operational improvement
- + Act as a mentor to junior staff under the supervision of senior staff
- + Attend interviews for junior staff recruitment

Skills, knowledge, expertise:

- + Excellent written and oral communication skills in English (French, German or another European language will be considered an asset)
- + Hold a university degree preferably in law, finance or business administration or hold or study towards a relevant fund/corporate administration qualification (preferably ICSA certificate level or equivalent), (relevant in-house training to be provided through the Aztec Academy)

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Job Description

Senior Fund Administrator

Skills, knowledge, expertise (continued):

- + 3-5 years of prior experience in a similar position
- + Organisational skills, ability to multi-task and attention to detail
- + High level of integrity and dependability
- + Ability to work independently and as part of a team
- + Ability to work under pressure
- + Advanced computer literacy skills are essential
- + Very good 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 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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