



An alternative career in finance

Associate Director – Private Equity Administration

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 aztecgroupprivateequity.co.uk/careers, email careers@aztecgroupprivateequity.co.uk or call us on +44 (0) 1534 834456.

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Job Description

Associate Director

Reports to Lead Relationship Director

The purpose of this role is to lead the administration side of the team for one significant client and its range of different fund structures within our Private Equity (“PE”) Fund Administration area.

Key responsibilities:

- + Manage the administration requirements for a major team, acting as higher client authority on day to day queries and in the event of any matters raised by the client
- + Work alongside AD / Director responsible for the delivery of fund accounting services to the same client
- + Co-ordinate legal, tax and other professional advice on behalf of the client as required
- + Attend committee, board and shareholder meetings for the client as required and ensure that board process operates effectively, with packs, minutes, action points and matters arising distributed and dealt with in a timely and accurate manner
- + Liaise with the financial reporting team to ensure the timely and efficient administration, distribution and filing of the client’s periodic and statutory financial statements, LP Reports and capital accounts
- + Act as highest authority on day-to-day queries and as “A” level 4-eyes signatory on administration matters, ensuring that company policy and professional and regulatory guidelines are adhered to and that a professional quality service is provided to clients and outside contacts
- + Attend and participate at jurisdictional management meetings to review operations of the PE area, including WIP / billing, resourcing, incidents and ongoing projects
- + Participate in new business proposals/pitches as necessary, and manage the integration of new business into the team and Group’s procedures
- + Work closely with the business development team to develop a network of meaningful contacts, including prospects and influencers in order to grow Aztec’s PE business
- + Manage the on-going training, development and succession requirements of team members
- + Participate in client fee negotiations and client strategic / operational meetings
- + Own delivery of strategic client plan actions
- + Work closely with support teams to ensure systems and operations are developed to support the PE fund services strategy, enabling tactical and strategic change initiatives and acting as an active sponsor or business lead, as necessary, and deploying resources on key initiatives to ensure success

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Job Description

Associate Director

Key responsibilities (continued):

- + Actively manage the performance and development process for all direct reports
- + Control the appraisal process for reporting lines
- + Act as an "A" level Authorised Signatory

Skills, knowledge, expertise:

- + Considerable practical fund administration experience supported by a relevant professional qualification (ICSA / STEP / ACCA)
- + Sound technical financial services knowledge
- + Computer literacy, word processing and spreadsheet skills are essential
- + High level of written and oral communication skills
- + Excellent interpersonal skills and experience of developing close working relationships with colleagues, clients and business contacts
- + Strong demonstrable experience of day to day supervision of a team(s)
- + Evidence of full responsibility for a major client relationship(s)
- + EBT experience would be valuable
- + Entrepreneurial spirit and collaborative nature
- + Solution oriented critical thinking

We will provide the training, both in-house for relevant technical knowledge (via the Aztec Academy) and 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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