



An alternative career in finance

Business Development and RFP Executive

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 20 3818 0250

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Job Description

Business Development and RFP Executive

Reports to Senior Client Development Manager

The purpose of this position is to support the growth of the business through delivering a high level of process planning, document creation and administration support to the Business Development function. You will have an active involvement in the preparation of new business proposals and Request for Proposals ('RFPs') and will work closely with the Business Development team across all jurisdictions.

Key Responsibilities:

- + Creation of proposals using 'PandaDoc'
- + Develop proposal by co-ordinating all content and supporting documentation; writing, revising, and editing drafts including executive summaries, conclusions, and organisation credentials
- + Determine proposal requirements by identifying and understanding opportunities and needs; studying/reviewing RFPs; attending planning meetings
- + Achieve proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors and providing status updates within review meetings
- + Arrange internal and external conference calls to plan and discuss RFP and proposal submissions
- + Management and ongoing maintenance of the RFP library of answers and supporting documentation
- + Management and development of BD tools used for RFPs and presentations, working closely with the marketing team
- + Maintain quality results by using correct branding and templates; following proposal-writing standards including readability, consistency, and tone. Ensure final output is of the highest quality by evaluating text, graphics, and binding before coordinating printing or electronic issue
- + Obtain approvals by reviewing proposal with key internal contacts including Business Development Managers, Directors and Subject Matter Experts
- + Provide administration support to individual pitches through coordinating required meetings and documentation within set timelines
- + Use document management system and Salesforce to keep all records up to date
- + Provide general support to the Business Development teams as and when required. This is likely to include event planning, research, marketing campaigns, administration support and occasional office management duties
- + Update job knowledge by participating in training opportunities; maintaining professional networks

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Job Description

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Skills, knowledge, expertise:

- + Excellent written communication skills
- + Graphic design, technical documentation and layout skills
- + Problem solving, deadline-oriented, process improvement, coordination and strategic planning
- + Financial Services and market knowledge (relevant in-house training to be provided through the Aztec Academy)
- + Time management and excellent organisation skills are essential
- + Creativity, resourcefulness and attention to detail
- + Excellent computer literacy skills are essential
- + Good interpersonal skills are required to develop close working relationships with colleagues, clients and third party suppliers

General information:

- + Successful candidates will have the occasional requirement to travel to various locations and building relations with colleagues and teams in other Group jurisdictions

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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