



# An alternative career in finance

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## Senior Fund Administrator – Real Assets

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](http://aztecgroupp.co.uk/careers), email [careers@aztecgroupp.co.uk](mailto:careers@aztecgroupp.co.uk) or call us on +44 (0) 1534 833017

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# Job Description

## Senior Fund Administrator – Real Assets

### Reports to Client Relationship Manager

This highly numerical position will see the candidate take an active role in the day-to-day administration of a large number of fund structures for one of our largest institutional clients under the direction of a Client Relationship Manager.

#### Key responsibilities:

- + Administer a variety of private equity, real estate and fund of fund structures and liaise with clients and intermediaries as necessary
- + Process and co-ordinate routine and complex fund operations including the production of calls and distribution notices to investors
- + Ensure accurate investor records are maintained and process all investor changes/transfers thereon
- + Produce/review monthly, quarterly and ad-hoc investor reporting including monthly unit holdings, monthly cash flow reporting, quarterly NAV packs, quarterly management accounts, quarterly investor capital accounts, quarterly investor fact sheets / reporting
- + Monitor the client inbox to ensure that all deliverables and service level agreements requirements are being met
- + Deal with adhoc investor queries
- + Act as a mentor to junior staff and be responsible for their development and review of their work where applicable, under the supervision of senior staff

#### Skills, knowledge, expertise:

- + The candidate will have a minimum of 4 years' experience in a fund administration or financial services environment although transferrable skills from another industry will be considered
- + The candidate will, at a minimum, be ACCA or ACA part qualified
- + Sound technical financial services knowledge (to be supported through the Aztec Academy)
- + 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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