



An alternative career in finance

Business Development Manager - Corporate and Alternative Investment Fund Services

Following strong organic growth we are on the lookout for bright individuals to join our Luxembourg 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 career@aztecgroupp.eu, contact Hana or call us on +352 246 160 6179.

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Aztec Group is an
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Job Description

Business Development Manager - Corporate and Alternative Investment Fund Services

Reports to Associate Director - Business Development Europe

Following the Aztec Group's expansion in products, capability and offices we now need to match the growth in opportunity with a growth in resources in order to continue winning mandates capable of delivering revenue.

The Business Development Manager will be responsible for taking a prospect from first meeting to agreement to proceed. They will liaise with the front office to prepare client proposals and with the Marketing Assistant to manage templates.

The role will focus on continental European markets, GPs and introducers. During the induction period all meetings will be held jointly to ensure clarity of the Aztec Group customer proposition and key messages to targets.

The Business Development Manager will be required to travel to meet prospective clients and intermediaries, attend relevant conferences and networking events and over time develop their own network.

As an ambassador for the Aztec Group's brand, they are expected to support use of the brand correctly and work closely with the Marketing team to deliver improvements to business development tools.

Key responsibilities:

- + Develop own network of contacts and introducers
- + Follow up new business opportunities and arrange introductory and follow up meetings
- + Attend regular prospective client and key business influencer meetings and provide them with our presentation
- + Plan and prepare proposals to close new business
- + Oversee preparation of requests for proposals and due diligence questionnaires
- + Support and train more junior team members
- + Answer potential client queries on Luxembourg fund and corporate structures
- + Build and contribute to a solid pipeline of new business
- + Work closely with the Business Development team in Luxembourg as well as the UK team and the Marketing team

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Skills, knowledge, expertise (continued):

- + 5+ years experience working within the financial services industry preferably in Luxembourg
- + Can-do attitude, with a high achievement drive
- + Knowledge of alternative asset classes, European legislation and Luxembourg fund and corporate structures
- + Collaborative and team based approach
- + Self-sufficient, independent, with strong activity levels
- + Great attention to detail
- + Strong organisation skills
- + Mature, professional and team player
- + Fluency in French or German would be an asset
- + Ability to work on numerous projects simultaneously
- + Ability to put together proposal documents to a high standard (excellent IT skills)
- + Confident and clear communication skills
- + Relationship and sales experience necessary, specific industry preferred but not essential
- + Role will be based in Luxembourg

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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