



# An alternative career in finance

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## IT Applications Analyst

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are smart, 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 834456.

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GROUP

# Job Description

## IT Applications Analyst

### Reports to IT Applications Manager

The Aztec Information Technology team is leading a significant period of business-driven transformation as the Group transitions to a cloud first strategy. As part of this new strategy, the Group aims to fully utilise best of breed technologies, around the Microsoft Office 365 platform, including SharePoint Online.

It will be an exciting time to join the Groups Technology team as we move to a cloud first strategy which is designed to deliver improvements in business productivity and efficiencies across the Group.

We are looking for an ambitious and motivated individual to support IT Applications. Providing day-to-day support, administration for the business, as well as involvement in cloud migration and system integration projects. The ideal candidate will be able to quickly adapt to new solutions and evolving business processes.

The Aztec Group prides itself on its people, and we work hard to enhance the capabilities of our teams. The next 12-18 months will see significant changes to how our IT systems and processes work and the varied experience on offer could be career-shaping for the right candidate.

### Key responsibilities:

- + Provide second and third-line support for applications, services and features such as SharePoint, SSIS, SSRS, Viewpoint, Yardi and Salesforce (training will be provided across these platforms)
- + Provide operational support and configuration management to both our client-facing and support teams across multiple jurisdictions
- + Promote best practice business processes across the organisation
- + Active involvement in ongoing improvement projects, including supporting the migration effort from on-premise solutions to the cloud

### Required skills and knowledge:

- + Educated to A-level / University standard or equivalent
- + 1-2 years software development/application support experience
- + Ability to prioritise a diverse workload
- + Excellent communication and interpersonal skills, both written and verbal
- + Ability to assimilate information quickly, clearly identify key issues and present information concisely
- + Strong analytical and problem-solving skills

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### Experience with any of the following would be advantageous:

- + Applications such as SharePoint, SSIS, SSRS, ViewPoint, Yardi, Salesforce
- + IT Change Management and Change Control processes
- + Development and Scripting languages such as C#, JavaScript, HTML, CSS, PowerShell, SQL as well as associated tools (e.g. MS Visual Studio, SQL Management Studio, Azure Data Studio)
- + Reporting (SSRS, Power BI)
- + Cloud Technologies such as Azure, Amazon Web Services, Enterprise Office 365 including Power Apps
- + Web Service Development and API Management
- + IT Security management

We will provide the training, both in house for relevant technical knowledge and also for professional qualifications to enhance your ability to provide sound services. You will need to be quick to learn new systems and great with people, as we value close working relationships with colleagues, clients and business contacts.

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