



An alternative career in finance

Senior Talent Acquisition Manager

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.eu/careers, email careers@aztecgroupp.eu or call us on +352 246 160 6139.

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Aztec Group is an
ACCA Platinum Employer



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Job Description

Senior Talent Acquisition Manager

The purpose of this position is to manage all aspects of the recruitment function providing support across the Aztec Group with an emphasis on budget, direct marketing, reducing costs, improving processes and ensuring we lead and support the business to obtain the right candidates to meet the business values and long-term needs.

Key responsibilities:

This list of duties is not exhaustive and may change from time to time according to business needs.

- + Support the improvement, growth and implementation of recruitment processes that are robust and fit for purpose; ensuring all recruitment policies, procedures are approved, and Group standards are followed
- + Proactively support the management of the HR Recruitment team ensuring appropriate skills and expertise are developed. Be responsible for setting team and individual objectives, giving regular feedback and growth opportunities to improve individual and team performance
- + Lead managers with the maintenance and development of job descriptions for all roles within the Group, preparing advertisements, screening applications and shortlisting, interviewing and selecting candidates
- + Act as the negotiator and escalation point with external recruitment specialists, ensuring positive relations are fostered with approved preferred agents and that fees are kept to a competitive minimum
- + Lead and work alongside the Marketing team to ensure website and social media recruitment advertising is regularly updated according to business needs and in line with budget
- + Work cross functionally and across locations to best deliver HR services and a consistent employee experience in such a way that enhances the HR team's reputation and credibility with stakeholders
- + Develop the use of LinkedIn and other recruitment platforms to increase direct applications
- + Lead, design and develop internal recruitment incentives to attract awareness to recruitment incentive schemes within the business in line with budget
- + Act as a performance improvement driver by establishing and maintaining employee experience focused SLA's and KPI's for the team in consultation with stakeholders
- + Undertake incident reviews where service has not met expected standards, modifying procedures and checklist controls to mitigate risks and deliver continuous improvement
- + Design and implement recruitment policies that are fit for purpose and add value to the business

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Key responsibilities (continued):

- + Be the point of escalation for relevant external parties on various Licence's, Work Permits and Visa's according to business and candidate needs
- + Build and maintain upon existing recruitment packs, to include developing testing tools for recruitment; competency-based interview questions and ensuring that all recruiting managers are equipped and trained to carry out recruitment in line with the Group's approved policies and procedures
- + Act as the main checker on all relevant new starter documentation, as well as preparing any conditional offers
- + Assist with the development of relevant manpower and succession plans, including the need for annual graduate intakes and follow through with the audition day process in line with current methodology
- + Contribute to the Group's communication processes to develop and maintain effective employee relations in the Group
- + Act as a co-lead in key HR recruitment projects ensuring timely delivery of outputs
- + Act as a co-lead in the implantation, design and role out of recruitment technology and process changes as and when required
- + Have a strong understanding of the recruitment budget and ensure that all spends are recorded and allocated correctly in line with the budget
- + Keep up to date with relevant employment laws, legislation and best practice in all relevant jurisdictions for the Group and ensure any changes are shared with the HR team
- + Continually monitor and update statistical data to ensure the trends are reported and data integrity is maintained

Skills, knowledge, expertise:

- + Previous practical recruitment experience within a financial services business, supported by a relevant professional qualification
- + Strong understanding of local employment legislation and its practical application in a commercial financial services business as well as an appreciation of the standards that are expected within a regulated environment
- + Strong internal and external communication and interpersonal skills, together with the proven ability to develop good working relationships within the business and with other service providers

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Skills, knowledge, expertise (continued):

- + A positive and proactive approach to recruitment management
- + Awareness of industry best practice on recruitment and of developments in all jurisdictions in which the Group operates to ensure effective levels of application
- + Good working knowledge of Recruitment technology and systems
- + Sound numeracy skills, data entry skills, attention to detail and accuracy
- + Computer literacy skills are essential; advanced user of MS Office products
- + Proven ability to quickly learn new information, processes and procedures
- + Proven ability to meet deadlines and identify and deal with problems
- + Travel to other jurisdictional offices will be required

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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