



An alternative career in finance

Transactional Administrator

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 (0) 1534 834456.

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Job Description

Transactional Administrator

Reports to Financial Reporting Manager

The purpose of this position is to assist with the routine day-to-day administration of a large pension scheme under the direction of a Financial Reporting Manager.

Key responsibilities:

- + Assist with all aspects of the administration of funds and associated fund structures
- + Assist with all aspects of accounting matters, including the preparation, reconciliation and proofing of investor reports, and ad-hoc investor requests
- + Assist with the completion of routine audit queries
- + Prepare periodic bank reconciliations and provide or source supporting documentation evidencing transactions
- + Maintain accurate records on eFront and Microsoft Excel working paper schedules for all aspects of bookkeeping

Skills, knowledge, expertise:

- + Sound technical financial services knowledge (to be supported through the Aztec Academy) or similar finance industry experience (purchase/sales ledger clerk for example)
- + Computer literacy skills are essential, especially a proficient user of Excel
- + A strong attention to detail, evidenced through past experiences
- + Ensuring accurate and timely payment of invoices and other payments

We will provide in house training for relevant technical knowledge to enhance both your professional development and ability to provide sound administration and accountancy services. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients are at the heart of what we do.

We will consider both full-time and part-time applicants, with a minimum working week of 25 hours.

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