



An alternative career in finance

Training and Development 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 in 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 aztecgroup.eu/careers, email careers@aztecgroup.eu or call us on +352 246 160 6140.

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Job Description

Training and Development Administrator

Reports to Training and Development Manager

The purpose of this role is to assist the Training team in the co-ordination and scheduling of Group wide training and development initiatives, including registration, administration and production of support material. The candidate will need to have the ability to manage and coordinate multiple tasks.

The candidate will be expected to demonstrate strong commitment to supporting quality and innovative employee learning, creating a supportive environment that provides access to on-going and well-coordinated activities, with the goal of maintaining the highest quality of services for students and employees.

Key responsibilities:

- + Support the co-ordination of a framework of learning that is consistent, on-brand and based on both business and individual needs, demonstrating an understanding of statutory training requirements to ensure these are met
- + Support the Induction Training program as required; ensuring training material is maintained and kept up to date. Liaise with new joiners from all jurisdictions to confirm their availability in order to assist with travel needs
- + Effectively communicate with the Human Resources team and other relevant departments to assist in the development and co-ordination of onboarding/orientation programs
- + Under the guidance of you manager, work with the team to keep training programs vibrant and interesting to engage employees applying the latest teaching techniques to a training environment
- + Assist in developing teaching aids, such as e-learning training, handbooks, quick reference cards, brochures, online tutorials, demonstration models, multimedia visual and presentation aids, etc.
- + Actively contribute and assist with daily administrative tasks such as; answering a range of queries from internal and external sources within reasonable timeframes, assist in arranging training initiatives, room booking, calendar invitations, catering and equipment as required, monitor attendance and follow up where necessary including requesting feedback from attendees and providers as appropriate
- + Prepare terms of reference and prepare contract agreements with vendors for consulting services
- + Collect data on Group-wide training needs to ensure we are meeting the Company's objectives
- + Act as a point of contact for staff commencing or continuing with professional qualifications,

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Key responsibilities (continued):

including liaising with service providers to ensure all students are fully supported as they progress within their exams

- + Take a collaborative and co-operative approach within the team
- + Ensure training activities described in appraisal documentation is extracted in order to plan training and development activities
- + Assist the team in maintaining the training guides and procedures; ensuring all new procedures or guides are rolled out across all jurisdictions
- + Ensure that all costs relating to training are recorded in timely manner
- + Assist the team in preparing surveys, enhancing the training feedback forms to gather accurate and specific feedback regarding subject area of concern

Skills, knowledge, expertise:

- + Previous experience within a training environment or/and Fund industry would be considered as an advantage, supported by or willing to study towards a relevant professional qualification
- + Excellent oral and written communication skills, including experience with presentation tools such as PowerPoint and/or desk top publishing software; high energy, enthusiastic and motivational training style
- + Strong data entry skills, attention to detail and accuracy
- + Creative and conceptual thinking abilities
- + Ability to coordinate, schedule and administer detailed, time sensitive activities and arrangements for a significant, comprehensive Group-wide training and development programme
- + Strong team player with excellent relationship skills and the ability to manage relations at all levels
- + Ability to exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations
- + Knowledge of standard computer applications (Word, Excel, PowerPoint)
- + Excellent knowledge of written and spoken English

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Skills, knowledge, expertise (continued):

- + Must be able to plan, multi-task and manage time effectively to manage a demanding time schedule
- + 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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