



An alternative career in finance

Senior Client Relationship Manager – Private Debt

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

Senior Client Relationship Manager – Private Debt

Reports to Associate Director / Director

We are looking to recruit an experienced Senior Client Relationship Manager to administer a limited portfolio of fund structures whilst effectively managing client relationships. You will be managing and working alongside a team of Fund Administrators and Accountants, whilst reporting to an Associate Director. Your expertise will be key to the award-winning outsourced solutions that the Group provide to our clients.

Key responsibilities:

- + Manage the administration of clients' affairs within a team, incorporating the compliance requirements of the team (internal CMP reports, Compliance reports to boards, periodic client reviews) and regulatory requirements
- + Coordinate legal, tax and other professional advice
- + Act as a higher authority on day-to-day queries and as "A" level 4-eyes signatory on administration matters, ensuring that company policy and professional and regulatory guidelines are adhered to and that a professional quality service is provided to clients and outside contacts
- + Ensure that the Operational Procedures Manuals and ISAE checklist templates are reviewed and developed on a timely basis and are fully complied with
- + Attend client board meetings and ensure they are minuted and distributed in a timely manner
- + Ensure the preparation, review, distribution and filing of periodic financial statements on a timely basis and in accordance with regulatory guidelines
- + Co-ordinate billing of team's clients, including analysis of time spent and monitoring of debtors
- + Ensure the administration requirements for a whole team are met, overseeing planning, scheduling, and monitoring of workloads
- + Act as mentor to Client Relationship Managers and supervise and assist in the training and development of all direct reports
- + Arrange and manage the appraisal process for reporting lines
- + Act as an "A" level Authorised Signatory

Skills, knowledge, expertise:

- + Considerable practical fund administration experience supported by a relevant professional qualification (ICSA, STEP or equivalent)
- + Sound technical financial services knowledge (to be supported through the Aztec Academy)

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Skills, knowledge, expertise (continued):

- + Computer literacy, word processing and spread sheet skills are essential
- + Strong people management experience
- + Evidence of managing a major client relationship

We will provide the training, both-in house for relevant technical knowledge and also for professional qualifications to enhance your ability to provide sound managerial services. 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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