



An alternative career in finance

Senior Fund Administrator – Private Equity

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 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 aztecgroupprivateequity.co.uk/careers, email careers@aztecgroupprivateequity.co.uk or call us on +44 (0) 1534 834456.

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Job Description

Senior Fund Administrator – Private Equity

Reports to Client Relationship Manager

The purpose of this position is to carry out routine day-to-day administration of fund structures under the direction of a Client Relationship Manager.

Key responsibilities:

- + Administer a complex range of funds, management companies and associated fund structures and liaise with clients and intermediaries as necessary
- + Co-ordinate all company secretarial matters, including attendance and preparation of minutes for board and shareholder meetings
- + Process and co-ordinate routine and complex fund operations
- + Ensure accurate investor records are maintained and process all investor changes / transfers thereon
- + Prepare manual and electronic payment instructions to settle fund expenses and to ensure the maintenance of the electronic payments library
- + Ensure staff are trained on electronic banking systems and co-ordinate the opening of new bank accounts
- + Ensure regulatory and statutory filings are made in a timely manner
- + Manage the accounts distribution and filing process
- + Act as a mentor to junior staff under the supervision of senior staff

Skills, knowledge, expertise:

- + The candidate will be expected to be part-qualified with a relevant professional qualification (preferably ICSA Diploma level or equivalent)
- + Strong financial services experience (to be supported through the Aztec Academy)
- + Computer literacy skills are essential
- + Very good interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts

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