



An alternative career in finance

Senior Business Continuity Coordinator

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

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Job Description

Senior Business Continuity Coordinator

Reports to Director – Operational Resilience

We are on the lookout for a bright individual to join our Operational Resilience Team; someone who is smart, solutions orientated and wants to deliver excellence in an operations team that will support our growing funds and corporate services businesses across the Aztec Group.

This is a new role and therefore is a great opportunity for someone who wants to be part of something new and innovative and use their skills and experience to play an important part in driving operational resilience in multiple areas of the Group's operations.

The Operational Resilience Team is a newly established cross-jurisdictional team within the Aztec Group whose focus is on Internal Controls, Quality Assurance, Facilities and Business Continuity. A core part of the COO office, this team will ensure our operations remain robust and resilient to the changing environment in which we operate.

This position in particular will focus on the Business Continuity element that the team is involved with and our key supplier relationships.

Whilst this is a full-time position, we are happy to consider applications from those wishing to work slightly reduced / flexible hours.

Key responsibilities:

Business Continuity

- + Be a subject matter expert on the Aztec Groups Business Continuity Plan
- + Develop and maintain the Policy and Plan for the Group
- + Conduct regular Business Impact Assessments to identify plan enhancements
- + Design and implement a testing plan covering all jurisdictions in which we operate
- + Actively work with the product and support teams to ensure the plan remains valid and fit for purpose for their teams
- + Ensure our plan conforms to regulatory requirements
- + Assist with the design and delivery of training to the response team members and the business as a whole
- + Be an active member of the Business Continuity and Disaster Recovery Working Group, coordinating the reporting from the Working Group to the Operations Committee, one of the governance committees of the Group

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Key responsibilities (continued):

Supplier Oversight

- + Assist with the oversight of Group's supplier oversight model to ensure all supplier relationships are monitored in compliance with Aztec Group policies

Team Participation

- + Be an active member of this new cross-jurisdictional team

Other

- + Demonstrate effective communications with the team and the business, providing regular reporting feedback, so that all targets are met and stakeholders are engaged
- + Contribute towards the business as a whole, for instance, in identifying improvements and efficiencies that could apply across the business, and liaising with the Business Improvement Team, IT and Risk teams to implement
- + Ad hoc tasks that may be required to be undertaken as part of a COO office or as the business requires

The Operational Resilience Team is a relatively new team and therefore its remit will grow over time and the skills and experience you have will be key to the development, growth and success of the team.

Skills, knowledge, expertise:

- + Strong alignment to Aztec Group values
- + Very high level of integrity and dependability
- + Strong internal and external communication and excellent interpersonal skills, together with the ability to develop good working relationships within the business at all levels
- + Positive and proactive approach
- + Good understanding of the Financial Services industry
- + Ability to understand the legal obligations for Business Continuity in each of the jurisdictions in which we operate
- + A broad technical understanding of a wide range of platforms and technologies
- + Logical approach, analytical ability

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Skills, knowledge, expertise (continued):

- + Solutions orientated critical thinking
- + Proven ability to quickly learn new information, processes and procedures
- + Proven ability to meet deadlines and proactively identify and deal with problems
- + A self-starter with the ability to work independently on concurrent initiatives

General Information

- + There is a requirement to travel to various locations for this role for building relations with colleagues and teams in other Group jurisdictions

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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