



An alternative career in finance

Trainee Corporate 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 1534 833017.

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Job Description

Corporate Administrator

Reports to Client Relationship Manager

As a business that specialises in fund and corporate services administration, our Trainee Corporate Administrator programme is key to our success. We recruit the best and over time we will train you up to become one of our leading, fully ICSA qualified, Corporate Administrators. Whilst studying for your qualifications you will be assisting with the day to day administration and bookkeeping of corporate services structures under the direction of a Client Relationship Manager.

Key responsibilities:

- + Assist with all aspects of the administration on a range of entities across various corporate structures, including companies, trusts and limited partnerships
- + Liaise with clients and intermediaries as necessary
- + Assist with all aspects of company secretarial matters, including the preparation of agendas, collation and distribution of board packs, obtaining directors availability and drafting minutes for board meetings
- + Prepare manual and electronic payment instructions to settle entity expenses and complete investment transactions throughout the structures, all the way through to the bookkeeping.
- + Maintain accurate records for all entities administered, including contact information and investor details, processing all changes thereon
- + Assist with the submission of regulatory and statutory filings

Skills, knowledge, expertise:

- + The candidate will be expected to study for a relevant professional qualification (supported by the Aztec Group)
- + Basic technical knowledge (relevant in-house training to be provided through the Aztec Academy)
- + Computer literacy skills are essential

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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