



An alternative career in finance

Trainee Fund 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 aztecgroup.co.uk/careers, email careers@aztecgroup.co.uk or call us on +44 (0) 1534 837562.

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Job Description

Trainee Fund Administrator

Reports to Client Relationship Manager

As a business that specialises in fund administration, our Trainee Fund 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, Fund Administrators. Whilst studying for your qualifications you will be assisting with the day to day administration of fund structures under the direction of a Client Relationship Manager.

Key responsibilities:

- + Assist with all aspects of the administration of funds, management companies and associated fund structures
- + 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 routine meetings
- + Undertake routine office and clerical tasks where necessary
- + Prepare manual and electronic payment instructions to settle fund expenses
- + Maintain accurate investor records on eFront and process investor changes
- + Assist in the processing of routine fund operations, including investor calls and distributions

Skills, knowledge, expertise:

- + Desire to study towards 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 and interpersonal skills are essential

We will provide the training, both in house for relevant technical knowledge and also for professional qualifications to enhance both your professional development and ability to provide sound administration services. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients are at the heart of what we do.

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