



An alternative career in finance

Client Relationship Manager – Private Equity

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.eu/careers, email careers@aztecgroup.eu or call us on +352 246 160 6140.

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Job Description

Client Relationship Manager – Private Equity

Reports to Senior Manager / Associate Director / Director

The purpose of this position is to administer a limited portfolio of fund structures in conjunction with the Senior Client Relationship Manager / Associate Director – Administration.

Key responsibilities:

- + Act as first point of contact for a limited number of fund structures within a team
- + Co-ordinate legal, tax and other professional advice
- + Develop and maintain the Operational Procedures Manuals and ISAE checklist templates for client relationships
- + Attend and minute client board and shareholder meetings
- + Ensure the preparation, review, distribution and filing of periodic financial statements on a timely basis and in accordance with regulatory guidelines
- + Act as “B” 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
- + Assist with billing information for clients including analysis of time spent and the management of aged debtors
- + Supervise and assist in the training and development of staff
- + Participate in the appraisal process for members of staff

Skills, knowledge, expertise:

- + 2 – 3 years fund administration experience supported by a relevant professional qualification (ICSA Diploma level or equivalent)
- + Sound technical financial services knowledge (to be supported through the Aztec Academy)
- + Computer literacy skills are essential
- + Ideally some people management experience
- + Evidence of managing a small client relationship or part of a major client relationship
- + Act as a “B” level Authorised Signatory

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Job Description

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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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