



An alternative career in finance

Fund Administrator – 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 aztecgroupprivateequity.com/careers, email careers@aztecgroupprivateequity.com or call us on +352 2461 160 6140.

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Job Description

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:

- + Provide assistance to clients in the implementation and administration of Luxembourg holding companies and fund structures and liaise with clients and intermediaries on a daily basis
- + Assist with all aspects of company secretarial matters, including the preparation of agendas, collation and distribution of board packs, shareholder meetings and drafting minutes for routine meetings and power of attorneys
- + Actively participate in client on-boarding projects and initiate bank account openings and systems set-up
- + Handling day-to-day operations of the companies and responding to clients' requests
- + Being a point of contact for clients and third parties
- + Maintain accurate investor and company records, files and statutory documents such as the Luxembourg Business Registers, Shareholder Registers and eFront and ensure regulatory and statutory filings are completed in a timely manner
- + Assist with the preparation/review of simple legal documents and ensure proper execution and arrange for legalisations, notarisations and apostilles
- + Prepare manual and electronic payment instructions to settle fund expenses and assist with the maintenance of the electronic payments library
- + Process and co-ordinate routine fund operations, including investor calls and distributions
- + Assist with the accounts distribution and filing process
- + Assist and support the induction, integration and training of junior staff

Skills, knowledge, expertise:

- + Excellent written and oral communication skills in English (French, German or another European language will be considered an asset)
- + Hold a university degree preferably in law, finance or business administration or hold or be studying towards a relevant fund/corporate administration qualification (preferably ICSA certificate level or equivalent), (relevant in-house training to be provided through the Aztec Academy)

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Skills, knowledge, expertise (continued):

- + 2-3 years of prior experience in a similar position
- + Organisational skills, ability to multi-task and attention to detail
- + High level of integrity and dependability
- + Ability to work independently and as part of a team
- + Advanced computer literacy skills are essential
- + 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 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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