



# An alternative career in finance

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## **Junior 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](http://aztecgroupprivateequity.com/careers), email [careers@aztecgroupprivateequity.com](mailto:careers@aztecgroupprivateequity.com) or call us on +352 246 160 6140.

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# Job Description

## Junior Fund Administrator – Private Equity

### Reports to Client Relationship Manager

The purpose of this position is to assist with the 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
- + Assist with all aspects of company secretarial matters such as the preparation, collation and distribution of board meeting agendas and the preparation of various standard documents such as board of managers minutes, shareholders' meeting minutes and power of attorneys
- + Participate in client on-boarding projects and initiate bank account openings and systems set-up
- + Undertake routine office and clerical tasks where necessary such as filing and post
- + Prepare manual and electronic payment instructions to settle fund expenses
- + Maintain accurate investor and company records, files and statutory documents such as the Luxembourg Business Registers, Shareholder Registers and eFront
- + Assist in the processing of routine fund operations, including investor calls and distributions
- + Assist with the preparation of simple legal documents and ensure proper execution and arrange for legalisations, notarisations and apostilles

#### 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)
- + 0-2 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

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# Job Description

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### Skills, knowledge, expertise (continued):

- + 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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