

A day in the life of... Euan and Jodie

Are you curious about what life is like at Aztec? We spoke to Euan and Jodie about being young professionals working in the world of accountancy and administration.

Transitioning from education to the world of full-time work marks a significant turning point in all our lives. It's a time of great change, and you might feel excited, apprehensive, or a mixture of the two! One thing that can help ease the transition is knowing what to expect. We spoke to two of our young professionals to find out more about their roles and what it's really like working here at Aztec.

A day in the life of a... Fund Administrator

Name: Euan Van Der Vliet, 23

Route into your role: After completing my GCSE's, I went to Highlands College in Jersey to study sports, but had a change of heart about working in the sports industry five years ago, so I joined Aztec as a Trainee Fund Administrator.

So, what does a Fund Administrator actually do?

Fund Managers often outsource their operations to an external fund administration business so that they can focus on managing their investments. As a Fund Administrator, I coordinate the day-to-day operation of funds on behalf of my team's clients. This can include managing correspondence, making payments and maintaining records. We work closely with our fund accounting colleagues like Jodie who specialise in looking after the accountancy side of things.



At Aztec, we have client-centric teams – this means that fund administrators, fund accountants and relationship managers for the same clients sit together, helping us work together much more effectively. We're a team of six, dedicated to working on three/ four main client accounts.

What does a typical day look like for you?

My day usually starts with an informal team meeting to catch up on any client developments and talk through priorities for the day. Then it's on to our client work. As a new trainee you're guided through each process step-by-step, and are supported by your teammates, manager and buddy. This helps you settle in and pick up the skills you need quickly and confidently whilst being fully supported.

As you progress, you take on more responsibility and become the client's main point of contact for different types of work, such as settling payments, updating investor records, or other queries about the fund. After two years, I was promoted to Fund Administrator, which meant taking on more challenging work such as setting up new funds and taking on new clients, which I enjoy.

At Aztec, we have fantastic support with internal training and professional qualifications. As an administrator, you're encouraged to study for your ICSA professional exams, which lead to qualified Chartered Secretary status. I hope to be fully qualified in the next few years.

On a personal level, Aztec has also been really supportive of my footballing commitments; I play for the Jersey Bulls and they've provided financial support to cover my travel expenses to away matches, and are flexible with time off around matches.

What do you enjoy most about your role?

Building close relationships with my clients – I get a lot of satisfaction from helping them with their growing funds and success. I also love the active social scene here.

Would you recommend Aztec as a place to work?

Absolutely! Aztec is a growing business, and a very supportive and rewarding place to work, and you'll gain professional qualifications whilst earning at the same time. I'm so glad I took this path!

A day in the life of a... Fund Accountant



Name: Jodie Testori, 22

Route into your role: I joined Aztec four years ago as a Trainee Fund Accountant, straight after completing my A-Levels.

So, what does a Fund Accountant actually do?

We work closely with the Fund Administrators, and look after all the day-to-day accounting for the funds, in addition to financial reporting and fund calculations.

What does a typical day look like for you?

As a trainee fund accountant, mornings consist of preparing daily cashflow receipts for our clients. You're shown how to do this and supported as you become more familiar with the process. The afternoon is spent responding to client queries or tasks in the mailbox. This could be responding to ad-hoc requests regarding recent transactions, or preparation of an invoice for instance, so there's plenty of variety to keep things interesting! As you progress, you start to participate in the reporting process and, depending on the entity requirements, financial statements.

Training is always high on the agenda at work. The Aztec Academy runs internal courses to equip you with all the skills you need. I've completed courses in bookkeeping, Excel, Outlook and in how to prepare for exams. Once you've been in your role for a few months you're encouraged to start studying for professional qualifications, which you get fully paid study leave for. I have just completed my ACCA studies and waiting on my results to become a fully qualified accountant.

What surprised you most when you joined Aztec?

I don't think I was expecting it to feel so friendly and supportive, or to build such good friendships with my colleagues. I find the culture here is uniquely friendly and welcoming.

What are the key skills a Fund Accountant needs?

Accountants need to be good with numbers, have an analytical mind and pay close attention to detail, but enthusiasm and a great team spirit are also important qualities to have!

Would you recommend Aztec to a school leaver or graduate?

Absolutely. I left school very unsure of what I wanted to do, and came into my role at Aztec with barely any knowledge or understanding of the industry. With Aztec's support I'm now confident in my day-to-day role, will become professionally qualified soon, and have become very ambitious and excited for my future career.

Take a look at our exciting trainee opportunities and apply today at aztecgroupp.co.uk/careers

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