



An alternative career in finance

Trainee Fund Accountant

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 aztecgroupp.co.uk/careers, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 833017.

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Job Description

Trainee Fund Accountant

Reports to Financial Reporting Manager

The purpose of this position is to assist with the routine day-to-day accounting of fund structures under the direction of a Financial Reporting Manager.

Key responsibilities:

- + Assist with all aspects of the bookkeeping of funds, management companies and associated fund structures
- + Assist with all aspects of accounting matters, including the preparation, reconciliation and proofing of investor reports, statutory financial statements and ad-hoc investor requests
- + Assist with the completion of routine audit queries
- + Prepare periodic bank reconciliations and provide or source supporting documentation evidencing transactions
- + Maintain accurate records on eFront and Microsoft Excel working paper schedules for all aspects of bookkeeping
- + Assist in the preparation and reconciliation of periodic direct and indirect tax returns

Skills, knowledge, expertise:

- + The candidate should have a desire to study towards a relevant professional qualification (supported by the Aztec Group)
- + Sound technical financial services knowledge (to be supported 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 accountancy 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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