

PROSPECTUS

Discover.

Your route to an alternative career in financial services.



AZTEC
GROUP



Your journey starts here...

“Our people are the reason behind our success. Made up of a diverse group of individuals, we all contribute certain skills that give the Aztec Group the ability to be leaders in our field.

With a strong focus on our trainee programme, we offer in-house and professional training, personal development and in turn, structured career progression. We give A-level students and graduates the tools to carve out their own rewarding career in finance within a bright, alternative work environment.”

Edward Moore
FOUNDER AND CEO



FUND ADMINISTRATOR

Do you enjoy identifying solutions?

Delve into a career in **Administration** and map-out your route for progression.

START

FUND ACCOUNTANT

Are you good with numbers?

Discover what you could achieve within an **Accountancy** role.

START

AML AND COMPLIANCE

Do you have an inquisitive nature?

Explore the journey of an **Analyst** and see what you can learn along the way.

START

SUPPORT ROLES

Consider yourself a people person?

Including **HR, IT, Marketing** and more. See what you can bring to the table.

START

Discover. Roles at the Aztec Group

What does being a Fund Administrator involve?

"Working at Aztec gives you the opportunity to broaden your skills and knowledge in the day-to-day administration of funds and general fund structure. My role includes making electronic payments, sustaining accurate investor records with up-to-date contacts, and general routine office tasks."

JESSICA | TRAINEE FUND ADMINISTRATOR

What does being a Fund Accountant involve?

This role involves accounting in the context of fund and corporate structures; assisting day-to-day with the preparation, reconciliation and proofing of reports, statutory financial statements and any ad-hoc queries.



What do AML and Compliance involve?

Our AML (Anti-Money Laundering) and Compliance teams assist in client background checks, ensuring any suspicious activities or transactions that could cause potential risk are highlighted and addressed, and that we are adhering to jurisdictional regulations.

What do Support roles involve?

Our Support teams enable us to deliver the unrivalled service we provide to our clients. Ranging from Business Improvement, Finance, HR, IT, Legal and Marketing, each role is essential to the core operations of our business.

We're made up of

75% CLIENT FACING TEAMS

and

25% SUPPORT TEAMS



Annual Summer Party

14 14

19 14

Discover. Skills required

What skills does a Fund Administrator need?

- + Excellent initiative
- + Ability to multi-task
- + Strong communication skills

All roles at the Aztec Group require a **unified approach, interpersonal skills and a desire to continuously improve.**

What skills does a Fund Accountant need?

- + Analytical and logical mind-set
- + Problem solving skills
- + Accuracy and attention to detail

What skills do AML & Compliance need?

- + Investigative skills
- + Inquisitive mind-set
- + Attention to detail

What skills do Support roles need?

"Many of the skills you require in your support role are job specific; however, having great communication skills is key for everyone! This will allow you to develop good working relationships with your immediate colleagues as well as teams from across the Group."

KIM | TRAINEE HR ADMINISTRATOR

Discover. Qualifications available

An opportunity to work in one of our European offices

What qualifications can a Fund Administrator achieve?

Fund Administrators study towards ICSA, The Chartered Governance Institute, studying with the Group's preferred provider, First Intuition. The ICSA qualification is broken down into 3 levels; ICSA Level 4 and Level 5 in International Finance and Administration and The Qualifying Scheme. Alternatively, Fund Administrators can study towards CLT's Certificate in Fund Administration before proceeding to the Advanced Certificate, and Diploma in Fund Administration.

Aztec Group provides full financial support for all professional qualifications relevant to your role, in addition to study leave to attend courses, complete revision and sit your exam.

What qualifications can a Fund Accountant achieve?

Fund Accountants study towards the ACCA (Association of Chartered Certified Accountants) or ACA (Association of Chartered Accountants) qualification, with the Group's preferred provider, HTFT Partnership. Exams are completed whilst gaining on-the-job accounting experience, enabling you to become an Accountant within approximately three to four years.

What qualifications can you achieve in AML and Compliance?

"The qualification you complete will depend on the career route you decide to pursue! Here at the Aztec Group you can choose from three ICA (International Compliance Association) qualifications: AML, Compliance and Financial Crime Prevention."

SALLY | TRAINEE COMPLIANCE ANALYST

What qualifications can you achieve in a Support role?

There are a range of professional qualifications available for each of our Support teams, ranging from CIPD (Chartered Institute of Personnel and Development) for Human Resources, CIM (Chartered Institute of Marketing) for Marketers and various other qualifications depending on your specific role.

Discover. Training Academy

Our in-house Aztec Academy has developed a training programme which creates a roadmap to successfully manage our employees' personal development, from trainee through to leadership; as well as a comprehensive induction programme for all new employees.

In addition, the Academy supports employees through professional qualifications and offers a combination of soft skills and technical training to provide you with the opportunity to achieve all continued professional development (CPD) requirements.

Technical Training

Our clients and potential clients expect us to have an in-depth understanding of the industry and our services. Covering a range of topics, technical training gives you the knowledge and skills to provide our award-winning service offering.

Soft Skills Training

In any business environment there are essential personal skills that individuals need in order to advance. Soft Skills training will develop your ability to effectively manage your relationships with your teams, peer groups and clients.

Applications and Operations Training

With a range of cutting-edge systems in place across the Group that enable us to deliver our services, applications and operations training allows you to increase your abilities in the day-to-day systems we use.

How does the Academy support you?

"I am currently studying for the ACCA professional qualification and I've received lots of useful tips on how to maximise my study time from the Academy. There's also lots of training courses on offer which introduced me to subjects like bookkeeping, legal entities and offshore business environment, and I've also enjoyed attending the memory skills course recently."

BALI

JOINED AS TRAINEE FUND ACCOUNTANT IN 2018



**AZTEC
ACADEMY**

Learn. Progress.

A minimum of **25 hours** continued professional development is required each year



Discover. Sports, Social and Charity

We offer a wide range of sports, charity and social events and initiatives with a focus on supporting our employees' endeavours. So, if there is something we currently don't do, bring it to the table and we're likely to support it.

In addition to these activities, we also have our renowned staff events – from inter-team engagement to the annual Aztec Group Summer Party, which brings together employees from our European offices to celebrate our successes as a Group.

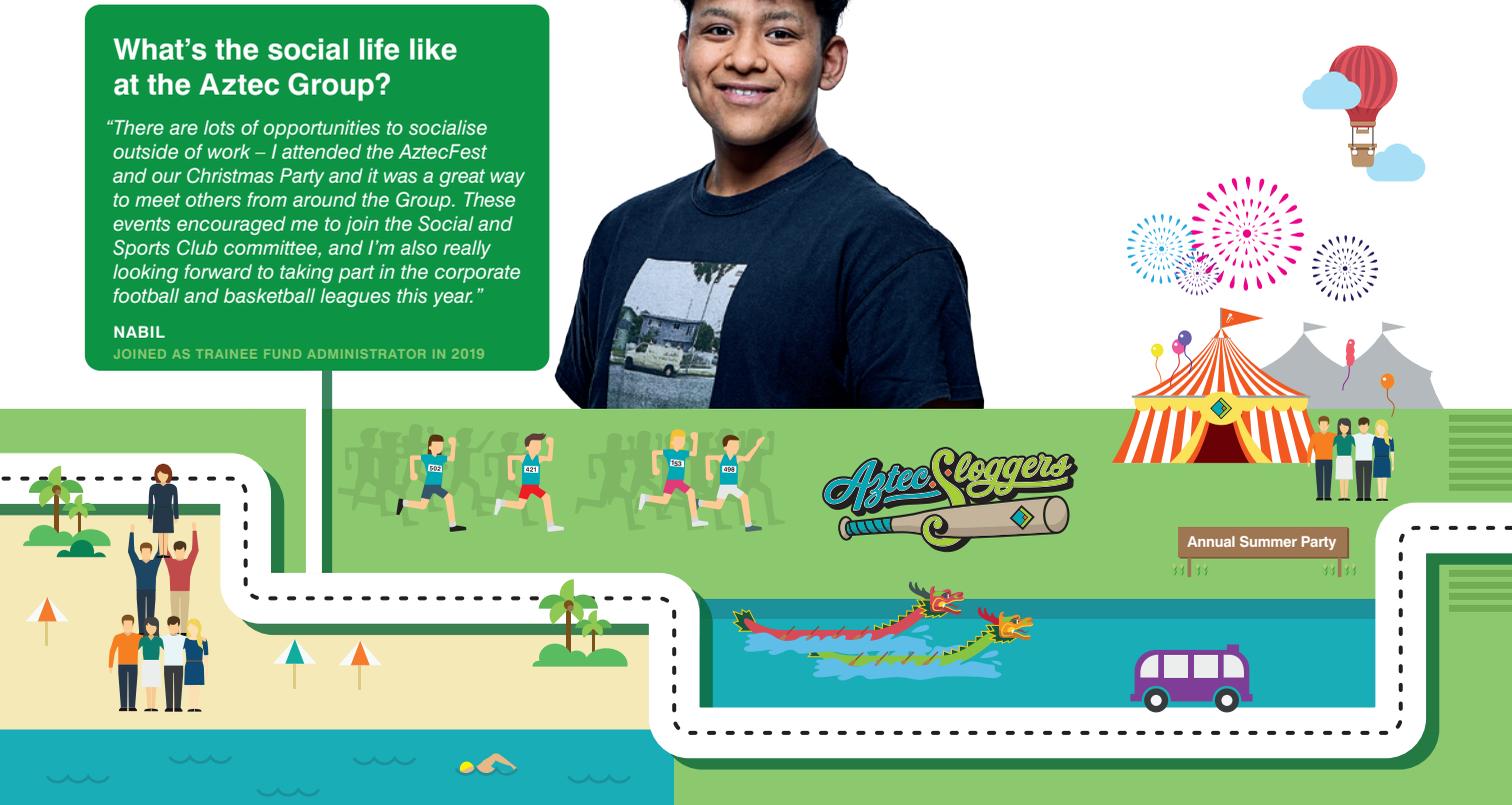
- + Softball
- + Bowling
- + Cookery Classes
- + Coasteering
- + Basketball
- + Football
- + Pétanque
- + Marathons
- + Triathlons
- + Mud Runs
- + Swimarathons
- + Dragon Boat Racing
- + Cricket

What's the social life like at the Aztec Group?

"There are lots of opportunities to socialise outside of work – I attended the AztecFest and our Christmas Party and it was a great way to meet others from around the Group. These events encouraged me to join the Social and Sports Club committee, and I'm also really looking forward to taking part in the corporate football and basketball leagues this year."

NABIL

JOINED AS TRAINEE FUND ADMINISTRATOR IN 2019



Discover. About us

As a leading fund and corporate services provider, we've grown to over 950 employees across six offices. We have a focus on building long-term client relationships and have the same approach with our employees, maintaining an industry-leading employee retention rate. We pride ourselves in offering a truly rewarding working environment within the financial services industry.

If you're interested in a role, please visit aztecgroupp.co.uk/discover to apply online or email your CV to careers@aztecgroupp.co.uk



BRANDING: thebeach.je

Aztec Group is authorised to carry on financial services in the jurisdictions in which it operates.