



An alternative career in finance

Payment Officer

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are smart, 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. We are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztecgroup.co.uk/careers, email careers@aztecgroup.co.uk or call us on +44 (0) 1534 837562.

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Job Description

Payment Officer

Reports to Financial Reporting Manager / Client Relationship Manager

The purpose of this position is to carry out routine day-to-day processes that support the fund operations for a Private Equity fund services team under the direction of a Financial Reporting Manager / Client Relationship Manager.

Key responsibilities:

- + Inputting payments on various online banking platforms
- + Inputting foreign exchange transactions on various banking platforms
- + Completion of verbal call-backs to verify wire details
- + Liaising with clients on any payment queries and confirming completion of process
- + Adhering to processes and procedures through checklist completion
- + Scanning and archiving
- + Undertaking routine office and clerical tasks

Skills, knowledge, expertise:

- + Computer literacy skills are essential
- + Some technical financial services knowledge (to be supported through the Aztec Academy) is desirable
- + Accuracy and attention to detail
- + Good level of English communication, both written and spoken
- + Experience interacting in a professional manner

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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