



# BONDTRUST

+ FULL TIME / PERMANENT

## Private Client Accountant

At Bond Trust we're always on the look out for first class, organised, driven, personable professionals.

### MAIN ROLE / PURPOSE

- + To support Bond Trust Limited's private client offering of professional trust and company administration services by overseeing the internal bookkeeping function and undertaking the professional and timely delivery of financial statements and accounting information, as well as overseeing any related tax reporting.

### KEY DUTIES AND RESPONSIBILITIES

- + Prepare annual financial statements, management accounts for client entities (if required) and other ad-hoc financial reporting from the accounting records of the client entities.
- + Undertake all client bookkeeping, maintaining the ledgers and financial records including performing bank reconciliations, maintaining and reconciling the accounts receivable ledgers and treasury related reconciliations. Maintain the log of client bookkeeping.
- + Perform year end ledger close-down procedures and raise the appropriate invoice.
- + Maintain the Accounts Preparation Control Schedule to ensure financial statements of all client entities are produced within an appropriate time period (i.e. within 10 months of the financial year end for Jersey registered companies).
- + In the event that a client entity is audited, to liaise with the appointed auditors in order to assist them in the completion of their audit of the financial statements in accordance with defined timetables, as required.
- + Liaise with administrators to request copies of client accounts prepared by third parties.

### ADDITIONAL RESPONSIBILITIES

- + Oversee the collation of financial and other relevant client information to enable to timely, consistent and accurate filing of Tax returns with the appropriate Revenue Authorities including the management and oversight of local, returns, CRS/FATCA etc. liaising with and appointing as appropriate suitable tax agents to assist in the process.
- + To assist in the quarter end, and adhoc, invoicing of clients by running work in progress schedules, liaising with client administrators and raising invoices.
- + To support the finance function of BoisBois Lawyers to include cash management, preparation of management accounts, client invoicing, transactional support for probate and conveyancing and general assistance to the finance manager.

- + To assist the client administrators with regards to any client financial information.
- + To assist the Finance Director with any Management Information.
- + A willingness to support the wider team at Bond Trust and demonstrate flexibility within the work environment.
- + And any other such duties that might be reasonably required for this role.

#### PROFESSIONAL QUALIFICATIONS

- + The post holder will ideally hold an appropriate accounting qualification (e.g. ACCA/ACA) and have at least 3 years relevant post qualification experience including trust and company bookkeeping and accounts preparation.

#### KNOWLEDGE / SKILLS / EXPERIENCE

- + Finance Industry and/or Accounting/Auditing experience within or with exposure to the Private Client Trust and Company environment is essential.
- + Comprehensive knowledge of current IFRS and UK GAAP reporting and experience in accounting for a range of structures.
- + Experience with Plainsail would be desirable, but not essential.
- + Strong IT skills.

#### PERSONAL QUALITIES

- + Good standard of oral and written communication skills.
- + Good inter-personal skills and the ability to work with colleagues and contribute to the successful performance of the company.
- + Able to work on own initiative, in all aspects of work allocated, managing workload in order to complete tasks on time and have the ability to make decisions in accordance with company procedures.
- + Good organisational and administrative skills.

#### + SPEAK WITH US

## We look forward to hearing from you.

To apply for this position, please submit your CV and cover letter to Sue Powell at Bond Trust.



**Sue Powell**

Director.

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