

## Job Description

Job title:	Part Qualified Accountant
Department:	Client Accounting
Reporting to:	Manager
Location:	Jersey

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## The Role

### Job Purpose

To be responsible for a portfolio of Fund based clients, including but not limited to the preparation of several Fund valuations and other Fund operations. To be the key contact for the relevant service providers as well as internally supporting the administration team and the directors.

To deliver ad-hoc bookkeeping and financial reporting requirements (audited and unaudited) for a portfolio of non-complex clients, which may include Company, Trusts, SPVs, Funds, Unit Trusts and Real Estate entities.

All tasks should be carried out efficiently and effectively, in accordance with Crestbridge's procedures.

### Key Result Areas

- Provide excellent levels of financial client service in line with Crestbridge standards, procedures and guidelines
- Maintain and update documentation and accounting records timely and accurately
- Take responsibility for own personal development, in line with agreed annual performance objectives
- To act at all times in accordance with Crestbridge values

### Primary Contacts

- External client contact, custodian, banks and dealers
- Own team
- Business unit director
- Internal departments
- External auditors (possibly under supervision)

## Requirements

\* Essential  
+ Desirable

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|-----------------------------|---|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>* University degree</li> <li>* Part qualified ACA/ACCA</li> </ul>  |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>+ Direct experience of bookkeeping and producing financial statements</li> <li>+ Experience in producing financial statements to IFRS or other appropriate standards for a range of entities</li> <li>+ Previous experience gained in a Fund operations environment</li> </ul> |
| <b>Knowledge</b>            | <ul style="list-style-type: none"> <li>* An awareness and understanding of the local finance industry, legislation and regulatory requirements in which we operate</li> <li>* Working knowledge of Microsoft Office</li> <li>+ Working knowledge of NavOne</li> </ul>   |
| <b>Skills and Abilities</b> | <ul style="list-style-type: none"> <li>* Working with demanding deadlines</li> <li>* Accepts responsibility</li> <li>* Effective questioning styles</li> <li>* Attention to detail</li> <li>* Problem solving</li> <li>* Good communication skills</li> <li>* Organised</li> </ul>                                    |
| <b>Personal qualities</b>   | <ul style="list-style-type: none"> <li>* Integrity</li> <li>* Team player</li> <li>* Flexibility</li> <li>* Enthusiasm to deliver</li> <li>* Adaptable and versatile</li> <li>* Appropriate office conduct and attitude to work</li> </ul>  |
| <b>Motivation</b>           | <ul style="list-style-type: none"> <li>* Strong commitment to client service excellence</li> <li>* Proactive and disciplined approach to work</li> <li>* Competence in carrying out their role and the tasks and duties associated with their role</li> </ul>   |



## Key Responsibilities

Your role may include, but will not be limited to, the following tasks which we call 'Defined Business Activities'. The list of defined business activities is not exhaustive and may be amended from time to time:

### Timesheet

- Daily input of time on timesheet

### Accounts Preparation

- Prepare Fund Valuations
- Prepare trade forms and payments to facilitate investor subscriptions/redemptions
- Monitor bank accounts of clients
- Active communication and daily liaison by email and phone with the service providers
- Prepare some financial statements for a range of client structures, with supervision as required
- Liaise with auditors, possibly with supervision, in respect of the financial audit of client entities as required
- Bookkeeping for Fund clients including investment reconciliations
- Ensure that financial statements prepared are completed and signed off within client, statutory or regulatory deadlines
- Attend client meetings, possibly with supervision, in respect of accounting matters as required

### Other

- Assist bookkeepers with the other team bookkeeping
- Perform reconciliations of clients positions
- Adhere to team work allocations
- Attend and contribute at team meetings

### Organisational Skills

- Monitor own inbox as well as multiple client inboxes
- Monitor own pending tray
- Organise own workflow
- Prioritise own workload
- Deal with matters in a timely manner

