

Job Description

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

The Role

Job Purpose

To deliver the financial reporting requirements for a range of complex clients, which may include Company, Trusts, SPVs, fund, unit trust and real estate entities and other complex structures. All in line with the defined business activities. All tasks to be carried out efficiently and effectively, in accordance with Crestbridge's procedures.

Key Result Areas

- Provide excellent levels of client service in line with Crestbridge standards, procedures, guidelines and appropriate accountancy standards
- Maintain a high standard of client reporting and accounting records
- Take responsibility for own personal development, in line with agreed annual performance objectives
- To act at all times in accordance with Crestbridge values, as set out above

Primary Contacts

- Team junior staff
- Own team
- Business unit director
- Internal departments
- External auditors
- Clients

Requirements

* Essential

+ Desirable

Qualifications	<ul style="list-style-type: none">* Recognised accounting qualification (ACCA or ACA)
Experience	<ul style="list-style-type: none">* At least 3 years PQE* Direct experience of producing financial statements for a variety of corporate entities within various jurisdictions* Experience in producing financial statements to UK GAAP or IFRS* Experience of developing and coaching others on a one to one basis
Knowledge	<ul style="list-style-type: none">* A good detailed knowledge and understanding of local finance industry, legislation and regulatory requirements* Detailed understanding and knowledge of UK GAAP or IFRS* Working knowledge of Microsoft Office+ Working knowledge of NavOne
Skills and Abilities	<ul style="list-style-type: none">* Working with conflicting and demanding deadlines* Accepts responsibility* Ability to delegate and coach* Effective questioning style
Personal qualities	<ul style="list-style-type: none">* Integrity* Team player* Flexibility* Enthusiasm to deliver* Adaptable and versatile* Appropriate office conduct and attitude to work
Motivation	<ul style="list-style-type: none">* Strong commitment to client service excellence* Desire to support and develop others* Proactive and disciplined approach to work* Progressive and takes responsibility for self-development* Competence in carrying out their role and the tasks and duties associated with their role



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

Supervision

- Supervise more junior members of staff
- Delegate tasks to more junior members of staff
- Coach more junior members of staff in relation to day to day activities
- Coach more junior members of staff in relation to Crestbridge procedures
- Monitor the workflow of more junior staff
- Coach more junior staff in relation to time management and prioritising skills

Accounts Preparation

- Prepare financial statements for a wide range of client structures and differing complexity to UK GAAP or IFRS standards
- Compile a full file of working papers for all financial statements prepared
- Liaise with auditors in respect of the financial audit of client entities as required
- Ensure that financial statements prepared are completed and signed off within client, statutory or regulatory deadlines
- Attend client meetings in respect of accounting matters as required
- Review annual and periodic accounts prepared by team

Other

- Prepare Net Asset Values
- Monitor profitability and recoverability of engagements and ensuring that functions are carried out in accordance with agreed fee levels and identifying and reporting to client accounting manager potential overruns at the earliest opportunity
- Assist with the creation and maintenance of client specific accounting procedures
- Liaise with external contacts to obtain and provide required information
- Assist with and contribute to ad hoc projects as required
- Conduct appraisals for direct reporting team members

Organisational Skills

- Monitor own pending tray
- Organise own workflow
- Prioritise own workload
- Deal with matters in a timely manner

