

Job Description

| | |
|---------------|----------------------------|
| Job title: | Junior Accountant |
| Department: | Corporate Services (“PSF”) |
| Reporting to: | Associate Director, PSF |
| Location: | Luxembourg |

The Role

Job Purpose

To deliver the financial reporting requirements (audited and unaudited) for a portfolio of clients, which may include use different types of legal entities such as Limited Liability Companies (S.A. and Sàrl) or Partnerships (SCS and SCSp). Some of our clients do require more complex reporting under other GAAPS such as IFRS and USGaap.

All tasks should be carried out efficiently and effectively in accordance with Crestbridge procedures and under the supervision of experience and senior staff.

Key Result Areas

- Provide excellent levels of client service in line with Crestbridge standards, procedures and guidelines
- Maintain an accurate and high standard of client reporting records
- 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

- Own team
- Associate Director/Director
- Internal departments, including other Crestbridge offices
- Internal and External auditors
- Clients
- Banks
- Tax Administration

Requirements

- * Essential
- + Desirable

| | |
|-----------------------------|--|
| Qualifications | <ul style="list-style-type: none">* Degree in Accounting+ ACCA/ACA part qualified+ Studying for or a willingness to study for: ACCA/ACA Other professional bodies exams |
| Experience | <ul style="list-style-type: none">* At least 1 year's bookkeeping experience+ Experience in producing financial statements to LUXGAAP or other appropriate standard for a range of entities |
| Knowledge | <ul style="list-style-type: none">* An awareness and understanding of current industry legislation and regulation & working practices* Working knowledge of LUXGAAP or other appropriate accounting standards* Working knowledge of Microsoft Office+ Working knowledge of SAGE Bob50+ Working knowledge of ECDF platforms |
| Skills and Abilities | <ul style="list-style-type: none">* Working with demanding deadlines* Accepts responsibility* Effective questioning style |
| Personal qualities | <ul style="list-style-type: none">* Integrity* Adaptable and versatile* 'Can do' attitude* Team player* Flexibility* Enthusiasm to deliver |
| Motivation | <ul style="list-style-type: none">* Strong commitment to client service excellence* Proactive and disciplined approach to work |



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

Administration

- Administration of a portfolio of clients, in accordance with procedures
- Liaising with clients on day to day matters
- Assist more senior member of staff with their client portfolio
- Filing and assisting with archiving clients' records and documentation

Incoming/outgoing funds

- Prepare payment instructions for online banking systems, with supporting documents for own clients
- Understand the different requirements/process for payments for high risk clients
- Maintain schedule of payments required for own clients
- Monitoring for receipt of funds and proving confirmation when received for own clients

Correspondence

- Email day to day correspondence for own clients - ready for review by senior staff
- Prepare relevant correspondence where appropriate and review prior to verification by senior staff
- All day to day correspondence for own clients
- Preparation of covering letters, sending documents and basic letters to more junior
- Deal with matters in a timely manner

Compliance and Risk Management

- Understand and comply with relevant organisational policies and procedures, supporting the Associate Director to manage risks around the Corporate services function
- Understanding what is appropriate and acceptable in relation to AML

