

## Job Description

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

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## The Role

### Job Purpose

To deliver the financial reporting requirements (audited and unaudited) for a portfolio of clients which may include 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
- Maintain and update client documentation accurately
- Take responsibility for own personal development, in line with agreed annual performance objectives

### Primary Contacts

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

## Requirements

- \* Essential
- + Desirable

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>* Degree in Accounting</li> <li>+ OEC /ACCA/ICAEW/ qualified</li> <li>+ Studying for or a willingness to study for ACCA/ICAEW/ Other professional qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>* At least 4-5 years' experience in producing financial statements to LUXGAAP or other appropriate standard for a range of entities</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>* An awareness and understanding of current industry legislation and regulation &amp; working practices</li> <li>* Working knowledge of LUXGAAP or other appropriate accounting standards</li> <li>* Working knowledge of Microsoft Office</li> <li>+ Working knowledge of SAGE Bob50</li> <li>+ Working knowledge of ECDF platforms</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>* Working with demanding deadlines</li> <li>* Effective questioning style</li> <li>+ Ability to delegate and coach</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>* Integrity</li> <li>* Adaptable and versatile</li> <li>* 'Can do' attitude</li> <li>* Team player</li> <li>* Flexibility</li> <li>* Enthusiasm to deliver</li> <li>* Accepts responsibility</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>* Progressive and takes responsibility for self-development</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:

### 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

### 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
- Delegate payment instructions for own clients to more junior staff, if appropriate monitoring for receipt of funds and providing confirmation when received for own clients
- Delegate monitoring of receipt for own clients to more junior staff, if appropriate

### Correspondence

- Email day to day correspondence for own clients – ready for review by senior staff
- Delegate more basic correspondence to junior staff, if appropriate and review prior to verification by senior staff
- All day to day correspondence for own clients

### Organisational Skills

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

### Billing

- Analyse WIP for own clients
- Send out invoices to clients
- Settling invoices
- Monitor and manage aged debts

### Bookkeeping / Accounts

- Source documents annotated appropriately
- Bookkeeping on SAGE BOB 50
- Preparation of annual financial statements
- Preparation of interim financial statements (as required)
- Preparation of management accounts (as required)
- Assist with the review of accounts / financial statements prepared by more junior staff



#### Administration

- Liaising with intermediaries in respect of own clients (including banks/agents and auditors)
- Preparation of bank payments
- Assisting in archiving documents

#### General

- Provide support to team as necessary
- Support senior management with other tasks, as required
- General administration for own clients (scanning, arranging couriers, binding documents etc.)

#### Timesheet

- Daily input of time on timesheet

