

## Trainee Accountant, Client Accounting- Job Description

Team: Accounting and Finance  
Reporting to: Senior Manager, Client Accounting

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### About Us

We are an independent and privately owned Family Office Services provider, based in Jersey and supporting clients all over the world. Since opening our doors in 2013 we've brought a fresh approach to our market, through our progressive, flexible, and service-focused offer. After a decade of growth, building a strong team, and earning a number of industry awards, we're now adding to our team, and are looking for people who would thrive in an environment where their voice, and their contribution will be invited, heard, and appreciated.

### The Role

You will work as part of a welcoming and supporting team delivering book-keeping and financial reporting requirements (audited and unaudited) for a small portfolio of non-complex clients, which may include Company, Trusts, Partnerships, SPV's and real estate entities. You will be trained and developed in all areas of accounting, giving you a great grounding to starting a career in client accounting.

#### Key Result Areas

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

#### Key Responsibilities

The list below details the tasks that your role is likely to include. It is not exhaustive and may be amended from time to time:

##### Administration Support

- Filing, organising, and maintaining financial documents, records, and reports.
- Inputting financial data in to accounting software, spreadsheets, or databases.
- Handling emails and phone calls related to accounts, invoices, or queries from clients, vendors or other departments.
- Assisting with scheduling meetings, audits, or deadlines for financial reporting.
- Daily input of time on timesheet.

##### Routine Accounting Tasks

- Assist with bookkeeping.
- Assisting in reconciling bank statements with internal records to ensure accuracy.
- Ensuring that all financial documents are archived according to company policies and accessible for audits and reviews.
- Attend client meetings, possibly with supervision, in respect of accounting matters as required.
- Assisting in preparing for internal and external audits by ensuring documents and record are in order. Liaise with auditors, possibly with supervision, in respect of the financial audit of client entities as required.

## Accounts Preparation

- Assist with the preparation of financial statements for a range of client structures to UK GAAP or IFRS standards, with supervision as required.
- Compile electronic files of working papers for all financial statements prepared.
- Ensure that financial statements prepared are completed and signed off within client, statutory or regulatory deadlines.
- Assist with preparing documents for tax filings or supporting the preparation of returns or other tax reports.

## General

- Understand the financial drivers of the business and ensure all KPIs and targets are met.
- Monitor, organise and prioritise own workload, dealing with matters in a timely manner.
- Take part in other projects within the team as required.
- Willingness to contribute outside the scope of your role, to support your colleagues and the business.

## Requirements

### Qualifications

- A good academic background to include GCSE or equivalent in English and Mathematics – Grade C (Level 4) minimum.
- Willingness to study towards a relevant professional qualification (e.g. ACCA, ACA).

### Knowledge and Experience

- Basic understanding of office software, using Microsoft Office (Excel, Word, Outlook) for reporting, data analysis, and communication. Excel skills might include formulas, pivot tables, and charts for example.
- Basic understanding of accounting software systems, entering transactions, and helping to generate financial reports.
- Basic experience in administrative tasks, data entry, document management.
- An awareness and understanding of current industry legislation and regulation & working practices.

### Skills and Qualities

- Drive, enthusiasm, and commitment to providing excellent levels of client service in line with Crestbridge standards, procedures, and guidelines.
- A methodical and process driven approach, with first class attention to detail.
- Excellent time management and organisation skills with the ability to remain calm under pressure and prioritise conflicting and demanding deadlines.
- Flexible and collaborative with a desire to support and develop others.
- Ability to work independently, take responsibility and be proactive.
- Excellent communication skills with the ability to work collaboratively with stakeholders across the business.

## Additional Information

We offer all our permanent team members a great benefits package that includes\*:

- Competitive salary with transparent salary bandings
- Private healthcare (with no exclusions for pre-existing conditions)
- Life insurance
- Critical illness cover
- Annual leave entitlement of 25 days, with the option to buy or sell up to 5 extra days
- 3 additional wellbeing days a year
- Discretionary annual bonus
- Support for professional qualifications and ongoing development

*\*Eligibility for certain benefits will commence after completion of probation. Crestbridge reserves the right to vary or withdraw benefits at any time.*