



### Job Description

<b>Job Title:</b>	<b>Contract Client Accountant</b>
<b>Department:</b>	<b>Client Accounting</b>
<b>Level:</b>	<b>Administrator</b>
<b>Reporting to:</b>	<b>Chief Operating Officer</b>
<b>Direct Reports:</b>	<b>None</b>

In a (relatively) small organisation like Bourse, both employees and the Company must recognise the need for flexibility in the roles individuals undertake and the matters for which they are responsible. This Job Description is therefore intended to be an indication of the matters for which the employee is responsible and not a comprehensive / inclusive list of such responsibilities. Any substantive changes to the employee's responsibilities should be reflected by updating this document.

### Job Purpose, Duties and Responsibilities

<b>Job purpose:</b>	Responsible for assisting with financial reporting for Trust and Company entities.
<b>Principal duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Preparation of financial statements for client entities;</li> <li>• Preparation of financial statements and various associated reports to be sent to Tax Reporting Agents to enable tax computation and Tax Return to be completed;</li> <li>• Review of Tax Return and computation received from Tax Reporting Agents to ensure accuracy;</li> <li>• Review and correction of Client Financial Statements &amp; Valuations</li> <li>• Preparation of loan-interest statements;</li> <li>• Provide solvency information to administration teams when dividends are to be declared;</li> <li>• Review/prepare adhoc financial information required by the administration teams;</li> <li>• Liaising with external authorities / third parties as necessary and dealing with internal / external queries re. accounting records;</li> <li>• Assist with bookkeeping tasks where availability allows.</li>   <li>• Ad hoc tasks as directed by your Manager/the Company from time to time.</li> </ul>
<b>General Responsibilities:</b>	<p><b>Reporting to your manager</b></p> <p>You are responsible for keeping your Manager up to date in respect of your work, this includes escalation of any issues or concerns in a timely manner.</p> <p><b>Working with other employees</b></p> <p>Responsibility for working with other employees to ensure an overall efficient and positive client experience.</p> <p>During your employment you will also:</p> <ol style="list-style-type: none"> <li>1. carry out such duties as reasonably and lawfully required by your Manager (and whether for the Company or on behalf of a subsidiary or associated company); and</li> <li>2. use your reasonable endeavours to promote, protect, develop and extend the business of the Company.</li> </ol>
<b>Compliance / AML Responsibilities:</b>	<p><b>Compliance and Regulatory Matters</b></p> <p>You are responsible for ensuring familiarity with Bourse's obligations (and indeed your own personal obligations) in relation to Anti Money Laundering (AML) and Combatting the Financing of Terrorism (CFT), ensuring that all work undertaken is performed in accordance with relevant legal and regulatory requirements. Please see the Compliance</p>

Manual and AML/CFT Procedure (the “Bourse Compliance Manual”) for further information. All questions of a regulatory nature should, in the first instance, be directed to the Compliance department.

**Company Policies and Procedures**

You are responsible for ensuring that you are familiar with, and that all work undertaken is performed in accordance with relevant Company policies and procedures. Questions concerning policies and procedures should be referred to your Manager in the first instance.