Bourse

TRUSTS | PENSIONS | LIFE

Job Title: Client Accountant
Reporting to: Director, Head of Accounting
Working hours: 8.30 – 5.00pm Monday to Friday

Bourse was established in Guernsey in 1999 and has developed into one of the leading trust and pension providers in Guernsey. Our trustee services cover UK non-domiciliary trusts, employee benefit trusts and company management. We also provide individual and company pension administration services. We have excellent in-house capabilities and professional expertise in these continually changing environments. We are seen as both innovative in product design and conservative in administration, whilst applying our exemplary standards of care and due diligence to all our clients.

The role
To join our Accounting team to ensure an accurate and effective client accounting function. This is a new role.

Key responsibilities:
Tasks to include but not limited to:

Client accounting
Responsible for the financial reporting for all Trust and Company entities.

Responsibility for client accounting including:

- preparation of all client accounts for managed client entities as appropriate;
- maintenance of up-to-date bookkeeping records for all managed client entities;
- liaising with third parties on all VAT compliance matters;
- ensure all tax compliance matters dealt with for all other UK income;
- preparation of all client investment performance reports;
- preparation of loan interest statements;
- development and maintenance of accounting procedures:
- liaising with external authorities / third parties as necessary; and
- dealing with internal / external queries re. accounts.
- UK tax returns
- 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
- review of Tax Return and computation received from Tax Reporting Agents to ensure accuracy
- preparation of financial statements for client entities.

Ad hoc tasks as directed by your Manager/the Company from time to time.

If you would like to discuss this role please contact Karen Ferneyhough and forward any CVs to karen.ferneyhough@bourse.gg