

BOURSE

TRUSTS | PENSIONS | LIFE

Book-keeper

There's more to work than work...Bourse offers employee the stability of an established finance company, along with the chance to learn, grow, advance, and make a difference. We are innovative in offering flexible solutions for trusts, pensions and complex structures, working in small teams with easy access to a Director. We encourage employees to come up with new and innovative ideas on how to improve our systems. We have an exciting calendar of social events and actively support local charities.

Role summary

Responsible for the daily and ongoing book-keeping for all Trust and Company entities.

We require cover during our core business hours of 8.30am – 5.00pm Monday to Friday.

Key responsibilities

- Day-to-day book-keeping for Trust and Company entities using:
 - Bank statements.
 - Bank advices.
 - Payment instructions.
 - Rental statements.
 - Broker statements.
 - Portfolio valuations.
 - Contract notes.
 - Loan agreements (including loan interest calculations).
 - Minutes.

- UK VAT Returns:
 - Preparation of reports to be provided to Tax Reporting Agents to enable VAT returns to be completed;
 - Review of VAT returns received back from Tax Reporting Agents to ensure accuracy.

Our ideal candidate

- Will have a minimum of 3 years' book-keeping experience in a financial services environment. Fiduciary experience would also be ideal.
- Will be qualified or studying towards a recognised accounting qualification (CAT, AAT or equivalent), in the absence of this qualification by experience will be considered;
- Will possess strong communication skills along with the ability to develop and maintain relationships with internal contacts;
- Will be numerate with strong organisational skills and the ability to plan and prioritise their workload in line with team and company objectives.

Please email any relevant CVs to Karen Ferneyhough at karen.ferneyhough@bourse.gg or give her a call on 737901 to discuss.