

**Whitmill Trust Company Limited**

**Manager - Client Accounting – Luxembourg**

**Job description**

<b>Reports to:</b>	<b>Head of Luxembourg office</b>
<b>Main job purpose:</b>	<ul style="list-style-type: none"> <li>• To help deliver company secretariat services to a number of our client legal entities and internal governance committees and will be responsible for ensuring adherence to relevant Luxembourg regulations and internal governance policies</li> <li>• To be responsible for leading and delivering effective corporate governance arrangements for our client entities</li> <li>• To act as a strategic business partner to inform and influence the Board of Directors of the WTCL Luxembourg entity and Committee's on matters relating to corporate governance</li> <li>• To act as an influencer and champion of best practice for company secretariat and corporate governance arrangements across Luxembourg</li> <li>• In addition, the incumbent will be responsible for ensuring that all policies, procedures and practices keep pace with changing regulatory and statutory requirements, in terms of Boards, Committees and individual Directors</li> </ul>

<b>Key duties and responsibilities:</b>	<p>The postholder will assume full responsibility for performing and delivering the following:</p> <ul style="list-style-type: none"> <li>• Maintaining, reconciling and ensuring accurate accounts (general ledgers) for a specific client allocation, in-line with policies, procedures and all relevant governing documents</li> <li>• Preparation of Management Account/Interim reports</li> <li>• Monitoring Cash balances and reconciliation of any discrepancies</li> <li>• Understanding, processing and reconciling complicated accounting transactions such as Partner Transfers, Capital Calls and Debt Restructuring</li> <li>• GAAP conversions for US GAAP/IFRS to LuxGAAP</li> <li>• Preparation of year-end financial reports</li> <li>• Mentoring new and existing staff members</li> <li>• Interacting with clients and auditors to ensure a smooth audit process and client satisfaction</li> <li>• Interacting with various internal departments</li> <li>• Preparation, review and filing of regulatory reports with local Luxembourg agencies (CSSF, BCL etc.)</li> </ul>
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	<ul style="list-style-type: none"> <li>Partaking in projects to approve efficiencies within the Fund Accounting department</li> </ul>
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<b>Technical skills</b>	<ul style="list-style-type: none"> <li>Minimum experience of 6 years within a Luxembourg Fund Accounting environment</li> <li>Working knowledge of LuxGaap accounting</li> <li>Private Equity and Real Estate experience an advantage</li> <li>Ability to work as part of a team and also on own initiative</li> <li>Good Communicator and facilitator</li> <li>Problem solving analytical skills</li> <li>Proven management of people</li> <li>Ability to communicate well and liaise with the Board at local level and group level as required</li> <li>Timely and with good organisational skills</li> <li>Languages: Fluency in English is required (French is desirable)</li> <li>Proficient in MS Office, particularly Excel</li> </ul>
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<b>Professional qualifications:</b>	<p><b>Essential requirements</b> ACCA qualified or equivalent with a minimum of five years experience.</p>	<p><b>Desired requirements</b></p>
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For more information and to apply for this position please contact [HR@Whitmill.je](mailto:HR@Whitmill.je)