

JOB DESCRIPTION

Job title: Bookkeeper

Reports to: Client Accounting Manager – Bookkeeping

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| Main Job Purpose: | To provide bookkeeping services, bookkeeping and prepare files ready for accounts preparation, in a professional manner and in accordance with regulatory requirements, service levels and company standards, so as to meet client expectations. |
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| Key duties and responsibilities: | <p>Bookkeeping</p> <ul style="list-style-type: none">• Day to day bookkeeping for trust, company and fund entities (training will be provided on funds software package Yardi).• Liaise with administration staff with regard to the bookkeeping needs of clients.• Assist with ensuring that all client requests are completed accurately and in a timely manner, taking action to improve the completeness of data and information <p>General</p> <ul style="list-style-type: none">• Ensure all written and verbal communication is of the highest professional standard• Efficiently maintaining records of daily time spent on time billing modules• Assist with complying with all regulatory and legislative requirements in accordance with the regulatory licenses held by the business, including any codes of practice and regulatory guidance• Attend to any other tasks as may be required from time to time |
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| Technical Skills | <ul style="list-style-type: none">• Good standard of oral and written communication skills.• Able to learn and has problem solving skills• Self motivated and have the ability to work under pressure.• The ability to deal with client and professional advisors thereby showing a commitment to providing a quality service. |
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| | <ul style="list-style-type: none"> • Good internal personal skills, the ability to work within allocated deadlines and according to instructions and company procedures • Ability to work as a team member, communicate with colleagues and contribute to the successful performance of the company • Able to work on own initiative in all aspects of work allocated, managing own workload in order to complete tasks on time and have the ability to make decisions in accordance with company procedures • Good organisational and administrative skills |
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| Professional Qualifications: | Essential Requirements | Desired Requirements |
| | 5 years bookkeeping experience. | Bookkeeping qualification. |

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| Key Performance Indicators: (KPI's) | |
| | <ul style="list-style-type: none"> • Meet or exceed utilization target • Complete time records within agreed time frame • Effective use of time and resources • Ensure that tasks are carried out in a timely manner |

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| Competencies | Behavioural Indicators |
| Technical Knowledge | <ul style="list-style-type: none"> • Demonstrates knowledge and skills at the level and scope required for the role. • Meets the required performance levels and imparts confidence in fulfilling the tasks and assignments of the role but may need to seek advice and guidance. • Demonstrates a keenness to continue to acquire further knowledge and experience. |
| Performance Management | <ul style="list-style-type: none"> • Ensures tasks and responsibilities are completed in an appropriate time-frame. • Takes ownership and responsibility for personal performance targets. • Proactively informs management of situations where he or she either has too much or too little work. • Reflects on own performance and learns from mistakes. |

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| Leadership and Inspiring Others | <ul style="list-style-type: none"> • Demonstrates basic appreciation of leadership ideals. • Contributes to creating a motivational and positive environment |
| Client Focus | <ul style="list-style-type: none"> • Seeks and organizes knowledge about client, either internal or external. • Demonstrates appreciation and commitment to delivering excellent customer care. • Escalates issues or tasks when required to meet client needs. • Follows all business process, policies and systems to deliver agreeable customer service levels |
| Commercial Awareness | <ul style="list-style-type: none"> • Demonstrates basic commercial awareness. • Understands the commercial measures for their role. • Possesses basic general knowledge of Fiduciary industry, customers, services and competitors. • Relays information upwards that may impact on the business. |
| Communication | <ul style="list-style-type: none"> • Uses appropriate business language in letters, emails and communication pieces. • Proactively seeks guidance in situations where he or she may need help. • Participates and makes constructive contribution to meetings. • Demonstrates good listening skills. |
| Team Working | <ul style="list-style-type: none"> • Makes positive contribution to the team and builds rapport with colleagues. • Demonstrates awareness of the ways in which own behaviour impacts performance of the team. • Seeks to resolve conflicts with others. • Treats everyone with dignity and demonstrates commitment to equality and diversity. • Actively seeks to develop enhanced collaborating skills. |
| Risk Awareness and Compliance | <ul style="list-style-type: none"> • Demonstrates a developing awareness of relevant risk and regulatory considerations affecting his or her day to day job, applies them practically and escalates concerns to Manager where necessary. • Adheres to all legal, regulatory, financial crime prevention, information security, procedural and risk management affecting his/her day to day job. • Raises any concerns with Manager. |