



## Ogier Briefing Document

### Overview

Ogier is one of the world's leading providers of offshore legal and fiduciary services with a presence in the British Virgin Islands, Cayman Islands, Guernsey, Jersey, Hong Kong, Ireland, London, Montevideo and New Zealand.

We have long established relationships with many of the world's leading international financial institutions, professional advisors and regulatory bodies, are consistently highly rated in independent research studies and regularly lead offshore league tables.

We offer clients the strength in depth to handle the largest, most demanding and complex offshore transactions and we pride ourselves on being able to provide expert, efficient, and cost effective legal and fiduciary services across all time zones.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice. Many of lawyers joined from leading City of London and US based firms and bring a wealth of international knowledge and experience in their respective areas.

Top Offshore Law Firm - Alpha Awards 2007  
Offshore Law Firm of the Year - The Lawyer Awards 2007  
Jersey Law Firm of the Year - Who's Who Legal Awards 2007  
Offshore Law Firm of the Year - Citywealth Magic Circle Awards 2007

### Values

At Ogier we have designed a set of values that define what clients expect from us. These are:

- Quality:* We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely efficient manner.
- Strength:* We are able to deliver the very best offshore solutions because we can select and utilise the most appropriate jurisdiction from our extensive global network.
- Partnership:* We have an open approach to everything we do. We share intelligence across borders and across functions to achieve our shared goals. We build and nurture strong relationships with our clients, colleagues and suppliers.
- Energy:* We use drive and determination to be the best in all areas of business in which we operate.
- Innovation:* We continuously seek new and creative ways to maintain our leadership and improve business delivery, ensuring a high standard of quality, efficiency and speed.
- Intelligence:* We draw on our expertise to understand client requirements. We learn from them and anticipate future needs.

## **London**

Our London office is a full service office. Based in one of the largest financial cities in the world the team has a strong cross-jurisdictional presence with the ability to work across a global network of offices, across all time zones.

We provide advice on all aspects of both Cayman Islands and British Virgin Islands (BVI) law in a European time zone. We act for a broad range of clients from start-ups to household names in the finance and funds industries providing advice on :

- Fund formation, structuring and regulation, de-registration and termination
- Ongoing advice to investment funds and managers
- Regulatory and corporate transactions
- Structured finance
- Corporate transactions including cross border and multi jurisdictional mergers and acquisitions, joint ventures and strategic alliances

In addition our London based fiduciary services team is authorised and regulated by the Financial Services Authority and has particular expertise in the creation and ongoing administration of unregulated collective investments schemes and the provision of operator services to clients establishing vehicles to invest in real estate and other areas

## **The Role:**

**Job Title:** Financial Controller  
**Contract Type:** 12 month FTC  
**Group:** Ogier Group Services  
**Team:** Finance  
**Salary:**

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### **1 Main purpose of job**

The main purpose of the job is:

- to support Ogier London's management and Partners (Legal and OFS) to manage their businesses effectively and to execute Ogier Group's financial and business strategy;
- to take responsibility for all finance matters, including accounting, budgets, balance sheet management (including WIP and accounts receivable), treasury, taxation and funding;
- to lead and develop the Finance function to provide effective commercial support and challenge to the business.

Also, to manage effectively the financial aspects of Partnership matters relating to Ogier London's businesses including capital, distributions, retiring and incoming partners, taxation and funding.

### **2 Main objectives and accountabilities**

The role's main objectives and accountabilities are:

- to support Ogier London's management and Partners to manage effectively Ogier London's financial affairs;
- to ensure the integrity of Ogier London's financial accounting records, systems, procedures and controls;
- to provide accurate, timely and comprehensive financial management information to Ogier London's management, Partners, Group Finance and third parties.

The role's other objectives and accountabilities are:

- to provide accurate, timely and comprehensive financial information to Ogier London's regulators and other bodies (For example, tax authorities);
- to obtain a clean audit opinion on Ogier London's financial statements and subsidiary entities;
- to support Ogier London's key, strategic, projects including (amongst other things) premises.

Also, to manage effectively the financial aspects of Ogier London's relationship with its key external advisers and other bodies including auditors, regulators and financial institutions.

### **3 Key tasks and responsibilities**

The Financial Controller's key tasks and responsibilities are:

- oversee the effective, day-to-day, management of Finance across Ogier London's businesses (Legal and OFS);

- participate fully in the Ogier London's governance bodies;
- manage effectively the Ogier London's relationship with its external advisers and regulators;
- manage, direct, control the Ogier London's financial budgeting and business planning processes;
- manage effectively the Ogier London's financial strategy;
- manage effectively all financial matters relating to the Partnership and the Ogier London's business;
- represent Ogier London in all external bodies relevant to the conduct of its business.

#### **4 Reporting lines and relationships**

Reports to: Local management  
Group Director of Finance

Direct reports: TBA

Lateral relationships: Group Services Directors  
Group Financial Controller  
Financial Controllers

Key relationships: Managing Partner, London Legal  
Managing Director, London OFS  
Group Director of Compliance  
Heads of Business Units  
Partners

Key external relationships: Auditors  
Regulators  
Tax authorities  
Bankers  
Financial advisers

#### **5 Jobholder profile**

The jobholder's profile is:

- graduate calibre, qualified accountant (preferably ACA or equivalent) with experience of managing a finance function in a fast-moving, rapidly growing environment;
- commercially astute, strategic thinker with sound judgement. Excellent analytical, communication and influencing skills;
- energetic, decisive, team player with strong general management and leadership skills. Engaged by and committed to Ogier London's core values and ambitions.