



## **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.

### **AWARDS 2008**

'Securitisation Deal of the Year 2008'	IFLR
'Offshore Law Firm of the Year 2008'	Hedge Fund Journal

### **AWARDS 2007**

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

### **AWARDS 2006**

'Niche Firm of the Year 2006'	Legal Week Awards
'Offshore Law Firm of the Year 2006'	Chambers Global Awards
'Offshore Legal Team of the Year 2006'	STEP Private Client Awards
'Top Offshore Law Firm of the Year 2006'	Alpha Awards

## **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.

## **Jersey**

Jersey, the largest of the Channel Islands, is one of the world's major international finance centres. The successful combination of stability and reliability has kept Jersey at the forefront of global finance for almost half a century. Government determination to encourage high quality business to the island, and the support offered by the sophisticated and comprehensive infrastructure of laws and regulations, combine to promote investor confidence.

Jersey's status as a Crown Dependency gives the island constitutional rights of self-government and judicial independence. This offers both businesses and investors the benefits of an independent international finance centre which is close to the United Kingdom and mainland Europe.

Ogier is one of the leading legal and fiduciary services firms and is recognised by the two leading legal directories, Chambers and Legal 500. In Chambers, the firm has more lawyers recommended than any other Jersey firm and in Legal 500, the firm has more lawyers recommended and more tier 1 rankings for individual practice areas than any other Jersey firm.

## **JOB DESCRIPTION**

**JOB TITLE:**           **Credit Controller**

**REPORTS TO:**       **Group Financial Controller**

**GROUP:**             **Finance**

### **Purpose and policy**

This document is confidential.

The purpose of this policy is to identify the duties of a Credit Controller. The reasons for the necessity of this policy are as follows:

- Identifying the duties of the employee creates ownership and responsibility for the identified tasks.
- It resolves conflict with the duties of other employees.
- New or temporary employees will understand their responsibilities easier.

### **Internal Control Issues**

This position should be reviewed on a periodic basis to ensure that the responsibilities of the Credit Controller are compatible with the internal controls i.e. proper segregation of duties with special attention paid to the duties of Cashiers and Billing.

### **The Main Purpose of Role**

The requirements of this policy are as follows:

The Credit Controller is responsible for the following duties:

- The daily allocation of monies received (cheque, Hexagon etc)
- Maintaining the integrity of the Aged Debtors
- Regular analysis of the Aged Debtor ledger / ARCS.
- Receiving phone calls from debtors.
- Dealing with internal and external queries
- Issues demands for payment on overdue monies.
- Other duties as may be considered necessary.
- Preparing reports as needed.
- Preparing schedules for audit requirements.
- Closing at Month-end and Year-end.

### **Responsibilities, duties and tasks**

- Allocated monies input to excel spreadsheet and passed to Cash Allocation Clerks for processing to cashbooks
- Daily allocation monies received and post to the Debtor ledger / Elite

- Clearly identification of part payment of invoices and mark when balance is to be received.
- Daily refresh of the ARCS for basis of recovering monies
- Clear identification of all debts falling outside of company policy
- Effective debt collection by telephone, letter and email
- Agree with Clients, Fee earners etc payment terms for late invoices
- Asses the nature of non payment of invoices and seek a timely resolution
- Clarify discrepancies and seek solution from colleagues, fees earners etc
- Deal with all queries that arise from an invoice
- Identify debts for litigation
- Recommend litigation procedures within company policy
- Raise the necessary paperwork for credit notes, write off etc and seek appropriate approval
- Send copy invoices
- Debtor day analysis
- Bad debt provision analysis
- Prepare reports weekly (and as required by management) on outstanding items
- Provide cover when other Credit Controller is absent
- Ensure adequate security is observed at all times
- Maintain filing
- Ensure the smooth and effective running of the department (Credit Control)
- Prepare reports for Management as required

### **General Duties**

- This job description represents a statement of duties of the post but does not include all minor duties. It is inevitable that over time the nature of the individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result Ogier will expect this job description to be subject to revision.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support colleagues.
- To undertake other duties, training and or hours of work as maybe reasonably required and are constant with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and inline with the Ogier Health and Safety policy