



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.

Guernsey

Guernsey has a well-established legal system which has been enhanced over the years by the introduction of modern legislation covering all important aspects relating to the finance industry. This has resulted in Guernsey developing and maintaining a reputation as a well-regulated and attractive centre to conduct business.

Guernsey's low tax status, its long history of financial and political stability, good banking and professional infrastructure, GMT time zone and proximity to the UK and Europe, have ensured that Guernsey is a first-rate, thriving, offshore financial centre.

Our practice in Guernsey focuses principally on finance, including investment funds, private equity and corporate, all aspects of trust matters and commercial litigation.

The Guernsey office of Ogier has witnessed dramatic growth in recent years with the appointments of several expert lawyers to service the volume and level of instructions received.

The Role:

Job Title: Financial Controller
Group: Ogier Group Services
Team: Finance
Salary:

1 Main purpose of job

The main purpose of the job is:

- to support Ogier Guernsey'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);
- to lead and develop the Finance function to provide effective commercial support and challenge to the business.

Also, assist the Group Finance Team with management Partnership matters relating to Ogier Guernsey's businesses.

2 Main objectives and accountabilities

The role's main objectives and accountabilities are:

- to support Ogier Guernsey's management and Partners to manage effectively Ogier Guernsey's financial affairs;
- to ensure the integrity of Ogier Guernsey's financial accounting records, systems, procedures and controls, ensure they are consistent with Group Policies;
- to provide accurate, timely and comprehensive financial management information to Ogier Guernsey'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 Guernsey's regulators and other bodies (For example, tax authorities);
- to obtain a clean audit opinion on Ogier Guernsey's financial statements and subsidiary entities;
- to support Ogier Guernsey's key strategic projects.

Also, assist Group Finance with management of Ogier Guernsey'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 Guernsey's businesses (Legal and OFS);
- participate fully in the Ogier Guernsey's governance bodies;
- manage effectively the Ogier Guernsey's relationship with its external advisers and regulators;
- manage, direct, control the Ogier Guernsey's financial budgeting and business planning processes;
- manage effectively the Ogier Guernsey's financial strategy;
- manage effectively all financial matters relating to the Ogier Guernsey's business;
- represent Ogier Guernsey in all external bodies relevant to the conduct of its business.

4 Reporting lines and relationships

Reports to:	Local management Group Financial Controller
Lateral relationships:	Group Director of Finance Group Services Directors Financial Controllers
Key relationships:	Managing Partner, Guernsey Legal Managing Director, Guernsey OFS Group Director of Compliance Heads of Business Units Partners
Key external relationships:	Auditors Regulators Tax authorities

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's core values and ambitions.