



## **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 Overview

<b>Job Title:</b>	Management Accountant
<b>Group:</b>	Finance - Management Accounting Ogier Group Services
<b>Team:</b>	Finance
<b>Salary:</b>	Competitive

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## Job Purpose:

The Management Accountant is responsible for maintaining the monthly and quarterly Management Accounts, and advising on the development and interpretation of key performance indicators. The main aim is to support the Management team understand the financial position and performance of the Ogier Group.

The Management Accountant will undertake the business planning and budgeting process on an annual and quarterly reforecast basis.

The Management Accountant will participate in strategic projects and financial analysis in support of developing the business.

## Performance Expectations & Deliverables

### *Management Accounting*

- Production of monthly and quarterly Management Accounts and supporting commentary highlighting key variances
- Support the provision of monthly cost information against budgets
- Support the delivery of headcount data for the Ogier group, including its analysis against budget
- Engage in monthly meetings with the Heads of Group and Managing partners to review performance and challenge negative variances
- Proactive support of the Management team to understand the impacts of strategic business decisions through monthly reviews and to support them in the COO's QBRs
- Support the cost allocation process for the Ogier group

### *Budgeting and planning*

- Lead the annual budgeting and quarterly reforecast process for including the formulation of fee earner targets for performance assessment
- Provide financial data in support of fee earners annual and interim appraisal process
- Production of ad hoc projects plans for the business for preparation to the Management and Strategy boards

- Production of quarterly KPIs for the strategy board

*Teamwork*

- Assist in the development of suitable systems and Ogier business knowledge of the Management Accountant
- Deputise for the Group MI analysts in his absence
- Contribute to the production of the monthly and quarterly Group Management Accounts and supporting commentary.

*Other*

- One off Strategic analysis for the law firm as directed by the Strategy board.

**Relationships & Delegations**

**Reports to:**

Group Financial Controller

## Competencies - Management Accountant

<b>TECHNICAL SKILLS AND KNOWLEDGE</b>		
<b>Key values: accountability, continuous improvement</b>		
<ul style="list-style-type: none"> <li>• Volunteers to take on new responsibilities</li> <li>• Trouble shoots IT applications</li> <li>• Demonstrates advanced knowledge of IT and/or office systems and shares this with colleagues</li> <li>• Makes suggestions to introduce changes to roles that will improve the performance of the team/department</li> <li>• Shares knowledge and experience with others to improve team performance</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates good working knowledge of job procedures and IT applications</li> <li>• Learns quickly how to use new equipment or IT applications</li> <li>• Seeks guidance from others when appropriate</li> <li>• Shows understanding of how role fits into successful operation of team/department</li> <li>• Shares knowledge with others when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Shows limited interest in learning new skills or taking on additional responsibility</li> <li>• Demonstrates insufficient knowledge of office systems or technical applications</li> <li>• Takes a long time to get to grips with new technology</li> </ul>
<b>Commitment to Ogier</b>		
<ul style="list-style-type: none"> <li>• Regularly monitors own objectives and performance and takes steps to improve when necessary</li> <li>• Delivers beyond what is expected in the role</li> <li>• Looks for ways around problems when they occur</li> <li>• Thinks ahead and offers to assist when additional support is needed</li> <li>• Takes initiative to develop own skills and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Displays a consistently positive attitude</li> <li>• Takes responsibility for own actions - including mistakes</li> <li>• Readily assists others when asked to do so</li> <li>• Generally behaves in line with the vision and values , e.g. answers others' telephone when necessary, treats others with respect</li> </ul>	<ul style="list-style-type: none"> <li>• Shows poor timekeeping and/or unacceptable attendance levels</li> <li>• Delivers the minimum required and does not look for ways to add value</li> <li>• Quality of work is not at the required standard</li> <li>• Frequently behaves in a way not aligned with the values</li> <li>• Tries to allocate blame to others when things do not go well</li> <li>• Reluctantly assists others when asked to do so</li> <li>• Resists constructive feedback</li> <li>• Works primarily on own in isolation</li> </ul>
<b>TASKS AND DECISIONS</b>		
<b>Key values: client centred, teamwork, accountability</b>		
<ul style="list-style-type: none"> <li>• Demonstrates a sense of urgency to get the job done</li> <li>• Adapts well to changing priorities, remaining calm and positive</li> <li>• Prioritises essential work</li> <li>• Willingly undertakes tasks not usually own responsibility</li> <li>• Juggles multiple tasks successfully, maintaining quality</li> <li>• Takes responsibility for decisions to move things forward when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Gets the job done to time and quality standards</li> <li>• Adapts quickly to varying workloads</li> <li>• Effectively manages own workload and gives realistic timeframes for completion</li> <li>• Works in an organised and methodical manner</li> <li>• Refers decisions to others when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Takes too long to complete some tasks</li> <li>• Works in a disorganised or unstructured manner</li> <li>• Deals with tasks one at a time, i.e. not multi-tasking</li> <li>• Prioritises tasks inappropriately</li> <li>• Does not work well under pressure</li> <li>• Avoids dealing with difficult problems and 'sits' on tasks</li> <li>• Regularly allows an unreasonable backlog to build up, compared with others</li> </ul>

<b>COMMUNICATION AND INFLUENCING</b>		
<b>Key values: straightforward, teamwork, mutual respect</b>		
<ul style="list-style-type: none"> <li>• Questions and challenges appropriately to achieve best possible outcome</li> <li>• Presents information confidently when appropriate, e.g. team meetings, have your say</li> <li>• Communicates confidently with colleagues at all levels</li> <li>• Uses language that is calm and non-provoking, showing diplomacy and tact</li> <li>• Pulls other people into discussions to ensure that everyone shares their views</li> </ul>	<ul style="list-style-type: none"> <li>• Selects appropriate means of communication for the situation, e.g. e-mail, telephone, face to face</li> <li>• Takes clear messages and passes on correct information</li> <li>• Asks relevant questions in order to understand instructions</li> <li>• Shares relevant information with team colleagues</li> <li>• Speaks clearly and concisely</li> <li>• Writes clearly and concisely</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates either too much or too little information</li> <li>• Occasionally uses inappropriate language</li> <li>• Sometimes interrupts others or does not listen effectively</li> <li>• Takes inaccurate messages or fails to pass them on</li> <li>• Keeps information to themselves</li> <li>• Chooses inappropriate means of communication or relies on one particular method</li> </ul>
<b>TEAM WORKING</b>		
<b>Key values: teamwork, mutual respect, accountability</b>		
<ul style="list-style-type: none"> <li>• Works consistently well with a diverse group of people</li> <li>• Actively supports and encourages others</li> <li>• Always acts in an upbeat and enthusiastic manner</li> <li>• Establishes good working relationships with colleagues in other parts of the department/firm</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes good working relationships with colleagues</li> <li>• Helps others without being asked</li> <li>• Shows politeness, respect and consideration for colleagues</li> <li>• Balances own tasks with priorities of wider team</li> <li>• Actively participates in team discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Provides only selective assistance to colleagues, adopting a 'not my job' attitude</li> <li>• Makes negative comments about others or displays inappropriate behaviour, e.g. tutting or sighing</li> <li>• Criticises colleagues, failing to treat everyone with respect</li> <li>• Contributes little to team discussions</li> </ul>