



Ogier is one of the world's leading providers of offshore legal and fiduciary services. The group employs over 840 professional and support staff and operates in various jurisdictions around the world.

Through our network of offices we advise our clients on all aspects of BVI, Cayman, Guernsey and Jersey law plus associated fiduciary services. Our global network of offices means that we are able to cover all time zones and key financial markets.

Corporate and finance law and associated fiduciary services form the core of our business, principally in the areas of banking, corporate and commercial, investment funds, private client, real estate investment, and structured finance. At the same time Ogier is a full-service firm, with strong practices in the areas of employee benefits, employment law, litigation and property.

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.

Values

Ogier is on a growth path. There is an essence about Ogier that defines us and makes us different from other firms. Our Values support our vision to be the best offshore integrated legal and fiduciary services provider by guiding us in the way we deal with clients and colleagues.

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| TEAMWORK | We work together and support each other |
| RESPECT | We treat others as we want to be treated ourselves |
| QUALITY | We are all about the delivery of excellence in everything that we do |
| COMMITMENT | We do whatever it takes to make things happen |
| INTEGRITY | We act fairly and honestly in all that we do |

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 UK and mainland Europe.

Job Description	
Job Title:	Senior Accounting Services Officer
Jurisdiction:	Jersey, CI
Department:	Ogier Fiduciary Services
Reporting To:	Associate Director
Closing Date:	Applications will be progressed as received

Purpose of Job

Providing assistance with regards to accounting services required by the Fiduciary Services Group clients for Open Ended Fund Clients.

Key Responsibilities

Daily NAV and Accounts Preparation

- Preparation of annual accounts under UK GAAP/IFRS/US GAAP as relevant and required for open ended fund clients administered by the Fiduciary Services Group to agreed deadlines, to include the arranging and coordinating of audits as appropriate.
- Preparation of monthly, quarterly, semi annual and ad-hoc management accounts as relevant and required for open ended fund clients administered by the Fiduciary Services Group to agreed deadlines.
- Liaising with the fee earners, and external service providers including, trustees, custodians, auditors and Investment Advisors
- Maintenance of team specific accounts preparation and status monitoring reports on an ongoing basis.
- Maintenance of team specific accounts exception reports on an ongoing basis to help monitor and report the status of accounts exceptions for cases addressed both internally and externally.
- Produce daily NAVs - to include reconciliations of portfolio transactions, cash reconciliations and accrual processing.
- To clear all allocated cash reconciling items, including subscription and redemption movements; corporate actions, trade settlements, and cash forecasts.
- Support registrar function on subscriptions, redemptions and daily notifications

- Take the necessary corrective and preventative action if an error occurs including timely logging on the error reporting system.
- Ensure internal team management information is completed on a timely basis

Further Responsibilities

- Preparation of fee quotes in relation to expected accounting costs and thereafter to contribute to the analysis of actual costs against budget.
- Undertaking ad-hoc jobs as and when directed.
- Supervise and assist with the training of members of staff on the various in-house accounting computer systems, databases, monitoring spread sheets and internal operating procedures as and when directed.
- Keep up to date with technology and business tools relevant to the role, to include developments in the various accounting standards.
- Ensure time, effort and resources are managed effectively in order to generate maximum efficiencies, proactively communicate the status of workload to senior management as appropriate and assist other team members when uneven workloads arise.
- Promote teamwork and strong relationships with other immediate team members and Group Services to help achieve personal, team and group objectives.
- Compliance with the Firm's internal policies, team specific procedures and operating guidelines as may be amended from time to time.

Supervisory Responsibilities

Supervision of the book keeping function in conjunction with the accounting requirements of the administration team.

Competencies

- Preferably have a minimum of 5 years experience and a suitable professional accounting qualification (ICAEW (or equivalent) or ACCA).
- Experience with open ended funds and daily NAV calculations.
- Preferable to have experience with Microsoft Dynamics Nav