Job Description

Job Title: Trust Senior

Department: Trust Department

Reports to: Trust Senior Manager

Location: London Based / Hybrid

Contractual Hours: Standard 9:30am to 5:30pm

General Summary

You will be a member of an established team. Primarily you will be responsible for the accounting, tax and administration of a portfolio of clients. You will need to be familiar with tax and accounting issues of trusts, estates and charities to ensure compliance. You will also need to be client facing, show willingness to work as part of a team and be able to meet deadlines.

You will be ambitious to develop your technical skills and foster good relationships with clients.

Key Responsibilities

- Manage a portfolio of trusts and estate clients to ensure that agreed timetables are being adhered to
- Maintain accounting records for UK Trust and Estates
- Responsible for all client and professional correspondence (written and telephone) e.g. HMRC, brokers, banks and lawyers ensuring highest professional standards are met
- Prepare management accounts for clients when required
- Prepare annual trust and estate accounts
- Computation of taxes for all types of trust and estates including income tax, inheritance tax and capital gains tax
- Completion and submission of income tax and inheritance tax returns
- Review accounts and tax returns prepared by junior staff and advise on areas for improvement and problems encountered
- Assist members of the team with advisory projects, including in the wider private client team
- Delegate effectively to junior staff minimising the chargeable hours spent on routine return preparation without sacrificing standards
- Attend client meetings and prepare documentation before and after, including minutes of meetings

Essential Job Functions

- Good understanding of the taxation and other compliance requirements for UK and offshore trusts and UK charities
- Works independently to manage day-to-day activities and is accountable for work produced
- Plans tasks effectively and monitors assignment /case budget and timelines, advising manager and client of progress (as appropriate)
- Managing own workload to ensure deadlines are met with accuracy

Person Specification

Worked Based Competencies

- Professional services or partnership environment in a similar role would be ideal
- A good level of IT skills required, including knowledge of CCH and trust accounts, MS Office applications
- One or more of ACCA, STEP or CTA qualifications should have been obtained or are being studied for

Behavioural Competencies

Excellent communications skills essential, being able to communicate with all levels externally and internally

You will also be:

- A team player
- Good at building effective relationships with colleagues and partners
- Strong interpersonal skills with the ability to relate well with clients