

Job Description

Job Title:	Trust Senior
Department:	Trust Department
Reports to:	Director, Head of Trust
Location:	London Based
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.

Key Responsibilities

- Manage a portfolio of trusts and estate clients to ensure that agreed timetables are being adhered to
- Maintain computerised 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 cheques for charities and trusts
- Prepare and submit annual return/update for charities
- 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
- Deal with tax matters in relation to own client portfolio and deal with banking transactions on behalf of clients
- Review accounts and tax returns prepared by junior staff and advise on areas for improvement and problems encountered
- Delegate effectively to junior staff minimising the chargeable hours spent on routine return preparation without sacrificing standards
- In conjunction with the Partner, Director and Managers, prepare and send bills and monitor the settlement thereafter
- Attend client meetings and prepare documentation before and after, including minutes of meetings
- Attend CCH software meetings and ensure that all colleague in the department are aware of the changes and advancements in the software

Essential Job Functions

- Good understanding of the taxation of 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 and Viztopia
- 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

Package

- Salary – market rate
- Holiday – 22 days plus bank holidays
- Life Insurance Scheme

After 6 month probationary period:

- Entry into Group Income Protection Scheme
- Pension – 5% non contributory Group Personal Pension
- Season ticket loan
- Opportunity to trade holiday via salary sacrifice
- Childcare vouchers
- A non-discretionary bonus, which will pay a set percentage of earnings if the Firm's minimum turnover target is met (this is the first year)

The Firm

haysmacintyre is a 36 partner firm of Chartered Accountants and business advisers with approximately 220 staff, delivering a wide range of specialist services from a single location in central London.

The mission statement of the Firm is to be recognised as business advisers to the SME community. Our marketing strategy, which was recently reviewed, concentrates on a number of key sectors: corporates (real estate, media and entertainment, sports, automotive), professional practices, charities/not for profit organizations and private clients.

Our services include audit, business tax, corporate finance, personal tax and financial services, VAT, business support, employer support, company secretarial, IT and other advisory services.

haysmacintyre are joint owners of MSI, an international alliance in legal and accounting firms, with over 250 firms in 100 countries.

Further information is available on our web site www.haysmacintyre.com