

JOB DESCRIPTION

Name:

Job Title: Accounts Assistant

Reports to: Manager, Evans Bond Limited

Major Duties / Specific Areas of Responsibility

- Complete bookkeeping and revaluations for Trusts and Companies in accordance with specified standards and timelines;
- Maintain accurate paper records and files for bookkeeping;
- Maintain accuracy of control lists for monitoring purposes;
- Processing annual fee invoices for client, including preparation of ad-valorem fee calculations;
- Assist other members of the team, including sorting of post and filing if necessary;
- Complete Transaction Monitoring processes in accordance with procedures in place;
- Interact with colleagues (both EBL and client staff) in a way which maintains high levels of morale and promotes sound team values;
- Maintain sound working practices to the satisfaction of stakeholders / regulations;
- Any other ad-hoc work as required.

Professional Profile / Area of Expertise

- Broad working knowledge and experience of trust / company accounting and bookkeeping;
- Excellent communication skills - verbal, written and listening;
- Consistently demonstrates commitment to and complete understanding of professional, ethical and legal standards;
- Experience working with ViewPoint desirable.

Personal Profile

- Professionally qualified, working towards qualification or having industry experience;
- Relevant working experience preferable;
- Team player, proactive, creative, service-oriented.

Performance Measurement

- Regular informal reviews with Management.

Discussed and agreed:

Date

Employee

Evans Bond Limited